
City Council Regular Meeting

DEPARTMENT: City Manager's Office

FROM: Justin Scharnhorst, Assistant to the City Manager

MEETING: October 16, 2023

SUBJECT:

Consider approval of amendments to Council Policy 36 – Purchasing Policy. (*Staff Presenter: Justin Scharnhorst, Assistant to the City Manager*)

SUMMARY:

On September 11th, city staff presented recommendations to the Finance Committee regarding to the Purchasing Policy. City staff is continually assessing best practices and standard operating procedures across the city. As such, staff has reviewed and is recommending some enhancements to the purchasing policy in the hopes of creating efficiencies in the city's procurement process.

1. Providing the City Manager with the ability to sign Interlocal agreements that are of no cost to the city.
2. Delegate signature authority to the following:
 - a. City Manager up to \$50,000
 - b. Deputy City Manager up to \$25,000
 - c. Purchasing Manager up to \$10,000
 - d. Department Directors up to \$3,000
3. Stipulating that only the Purchasing Manager can release a competitive solicitation on behalf of the city of Burleson.

The current purchasing policy was formally adopted in 2018, updated in 2021, and 2022.

OPTIONS:

- 1) Example: Approve as presented
- 2) Example: Approve with changes
- 3) Example: Deny

RECOMMENDATION:

N/A

PRIOR ACTION/INPUT (Council, Boards, Citizens):

Finance and Internal Service Committee – March 2022
Finance Committee September 2023

FISCAL IMPACT:

N/A

STAFF CONTACT:

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