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Choose an item.

**DEPARTMENT:** Legal & Purchasing

**FROM:** Justin Scharnhorst, Assistant to the City Manager

**MEETING:** September 11, 2023

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**SUBJECT:**

Receive a report, hold a discussion regarding changes to Council Policy 36 – Purchasing Policy.  
(Staff Presenter: Justin Scharnhorst, Assistant to the City Manager)

**SUMMARY:**

City staff in 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:
  - 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

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

**FISCAL IMPACT:**

N/A

**STAFF CONTACT:**

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