
Choose an item.

DEPARTMENT: Administrative Services
FROM: Lauren Seay, Deputy Director
MEETING: January 22, 2025

SUBJECT:

Receive a report, hold a discussion, and provide a recommendation regarding amendments to City Council Policy 36 and the Procurement Procedures. (*Staff Contact: Lauren Seay, Deputy Director of Administrative Services*)

SUMMARY:

City Council Policy 36 provides guidelines for administering all procurement activities in the City, with the express intent of promoting an open and fair procurement process. The Procurement Procedures is the companion document to City Council Policy 36 and provides steps and operational procedures for procuring goods and services for the City.

The Procurement Procedures were last amended alongside City Council Policy 36 in October 2023 to reflect changes in signature authority, interlocal agreement authority, competitive solicitation responsibilities, and to include minor clarifications.

In October 2023, the Purchasing Division was reorganized within the Administrative Services Department. Newly assigned staff began reviewing Council Policy 36 and the Procurement Procedures as well as gathering input from user departments. It was determined that some components of the Procurement procedures were outdated and that there was some duplication in both documents.

In November 2024, a committee was formed to review City Council Policy 36 and the Procurement Procedures to recommend amendments to these documents. The committee included representatives from high-procurement departments including:

- Administrative Services
- City Manager's Office
- Finance
- Fire, Emergency Management
- Human Resources
- Legal
- Parks and Recreation
- Public Works

The committee's recommendations were presented to the Deputy City Managers in December 2024, with a final review conducted by the City Manager's Office in January 2025. Additionally, Department Directors were briefed on the changes during a Directors' meeting and provided further comments.

A presentation detailing the recommended changes is included in your packet alongside a redlined copy of City Council Policy 36.

Major proposed revisions include:

1. Increasing the City Manager's approval authority from \$50,000 to \$75,000.
2. Revising Council Policy 36 to remove redundant information that requires duplicate updates.
3. Clarifying the distinction between Council Policy 36 as a governing policy and the Purchasing Procedures as operational processes and procedures.

Staff will be prepared to walk through the recommendations and answer any questions.

RECOMMENDATION:

Staff recommends that the Committee review and discuss the proposed changes to City Council Policy 36 and provide a recommendation to City Council for consideration.

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

October 16, 2023 – The City Council approved amendments to City Council Policy 36.

REFERENCE:

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

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