
City Council Regular Meeting

DEPARTMENT: Administrative Services
FROM: Lauren Seay, Deputy Director
MEETING: March 3, 2025

SUBJECT:

Consider and take possible action on amendments to City Council Policy 36, addressing purchasing authority elements. (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 It was determined that some components of the Procurement procedures were outdated and that there was some duplication in both documents.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 internal 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. Department Directors were briefed on the changes during a Directors' meeting and provided further comments.

On January 22, 2025, the Council Policy and Valuation Committee recommended moving forward with staff's proposed revisions, incorporating modifications to certain areas.

On February 17, 2025, the City Council supported the amended changes to City Council Policy 36 as presented.

Major proposed revisions include:

1. Increasing the City Manager's approval authority from \$50,000 to \$100,000.
2. Increasing Deputy City Manager's approval from \$25,000 to \$50,000.
3. Revising Council Policy 36 to remove redundant information that requires duplicate updates.
4. Clarifying the distinction between Council Policy 36 as a governing policy and the Purchasing Procedures as operational processes and procedures.

RECOMMENDATION:

Staff recommends that the Council authorize the amendment of City Council Policy 36 as presented.

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

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

January 22, 2025 – Council Policy & Valuation Committee provided direction & recommendation

February 17, 2025 – City Council recommended approving the amendments to City Council Policy 36 as presented

REFERENCE:

City Council Policy 36, Burleson Purchasing Policy

FISCAL IMPACT:

N/A

STAFF CONTACT:

Lauren Seay
Deputy Director, Administrative Services
lseay@burlesontx.com
817-426-9897