



## CITY COMMISSION STAFF REPORT

**DEPARTMENT:** Administration

**SUBJECT:** Discussion on the Procurement Processes - **Administration**

**CITY MANAGER RECOMMENDATION:**

The City Manager submits for Commission review, analysis and input an update on the City's Procurement processes, procedures and codification.

**BACKGROUND OF ITEM:**

The City contracted with Kirk Buffington (Consultant) to review the City's procurement policies, procedures, and job descriptions. The Consultant analyzed the City's procurement functions and has developed recommendations in a final report to be presented to the Commission. The recommendations include whether the City's policies appear to be sufficient for the procurement function at the City, as well as general observations about alignment with industry best practices for public procurement policy.

**ANALYSIS:**

The Consultant has undertaken an exhausted review of the City's procurement processes, procedures, codification, staffing levels and training. Using a holistic methodical approach, the Consultant has developed an in-depth analysis to provide the City's management a basis upon which to make strategic decisions as the City moves forward into the future.

**STRATEGIC PLAN:**

The ability to study, evaluate and make informed decisions about the City's procurement function supports the City's overall financial health and welfare.

**FISCAL IMPACT:**

Although, there is no direct cost associated with this submission, procurement is involved in every aspect of the City's asset acquisition process and has a significant impact on the City's financial well-being.

**ALTERNATIVES:**

N/A

**ATTACHMENTS:**

Ex.1 – Procurement Assessment Report

## Workflow History



User	Task	Action	Date/Time
Allen, Tedra	NEW ITEM: Not Yet Routed	*FINANCIAL IMPACT...	03/03/23 06:07 PM
Kendrick, Aaron	Assigned to Finance Director	COMPLETE: Forwar...	03/03/23 06:08 PM
Horowitz, Jacob	Assigned to Attorney	COMPLETE: Forwar...	03/03/23 06:43 PM
Napoli, Joseph	Assigned to City Manager	COMPLETE: Forwar...	03/03/23 06:47 PM
Allen, Tedra	Assigned to City Clerk	APPROVE ITEM: En...	03/03/23 06:52 PM
Allen, Tedra	END WORKFLOW - APPROV...		03/03/23 06:52 PM