

SPESIA & TAYLOR

MEMO

To: City Council
From: Spesia & Taylor
Date: 09/06/2022
Re: Amendment to City Purchasing Policy

Issue: At the work session of 8/22/22 I was asked to present an amendment to the City Purchasing Policy to incorporate changes discussed at the work session.

DISCUSSION

In reviewing the current purchasing policy, it is not intended to be used solely for emergency purchases. Rather, it is designed to cover all purchasing by the City, from ordinary course office supplies to the professional services discussed at the work session. The 8-page document covers all aspects of the purchase process, including ethics, conflicts of interest, and general procedures regarding the types of vendors to be selected, competitive bidding, and the documentation of purchases.

In your packets you should have a clean version of the policy with the amendments to Section 4.1 along with a redlined version showing the changes as requested by the City Council at the August 22 work session.