

SPESIA & TAYLOR

MEMO

To: City Council
From: Spesia & Taylor
Date: 8/12/22
Re: Amendment to City Purchasing Policy

Issue: At the work session of 8/10/22, I was asked to present an amendment to the City Purchasing Policy, which was last revised and approved by resolution in May of 2019.

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.

I was also provided Heather McGuire's April 15, 2019 memorandum to the Council regarding the current version of the policy. Based on the foregoing, it was a challenging task to attempt to make this purchasing policy limited solely to "emergency" purchases by the specified departments. According to the Heather McGuire memorandum, one of the bases for the revised policy was the delay caused by having to bring "staff level" matters and day to day purchasing (below the \$20,000 threshold) before the Council for approval.

In the submitted redlined version of the policy, I have attempted to craft the policy to cover emergency purchases only. However, that would leave a void as to what the Council desires as to every day purchasing by not only the enumerated departments but the other City Departments as well.

As you will note, there are many sections of the policy which are more applicable to a general purchasing policy rather than one which is only applicable to emergency purchases under \$20,000. In fact, you will note that there is currently an emergency purchases section of the policy which was broken down into those emergency purchases over and under the \$20,000 threshold.

Thus, I believe that further Council instruction, discussion and comment is warranted as to how the policy should ultimately be amended.

Given the fact that the special meeting was Wednesday evening and in order to get this matter onto the agenda through Municode, I was simply unable to offer further suggested changes and still get the documents uploaded to Municode.

Perhaps the best solution to these issues would be to create a dedicated emergency purchase policy and to modify the current, general purchasing policy by removing the emergency purchases from it and further modifying to the Council's requirements.