



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date	June 27, 2024
Originating Department	Finance Department
Contact Person	Matt McLean, City Clerk
Title	Resolution 24-1956/Adopting purchasing and acquisition policy

Legislative History

- First Presentation May 16, 2024 – Budget & Finance Committee
 - Second Presentation June 13, 2024 – Regular Meeting
 - Third Presentation June 27, 2024 – Regular Meeting
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Attachments:

1. Resolution 24-1956/Adopting the purchasing and acquisition policy
 2. Resolution 617
 3. Resolution 1399
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Executive Summary

Resolution 24-1956 will adopt new procurement policies for the city to align with the increased procurement limits passed by the legislature in HB 1621. For instance, the legislature amended the amounts when small works rosters in RCW 39.04.190 can be used. The small works rosters provide a faster, simpler process than formal competitive bidding. The proposed Resolution references RCW 39.04 “as amended,” so the City will always use the updated amounts. The Resolution also includes policies for purchases of real property that are routine development dedications or within a budget already approved by the Council for a project. Edits requested during the June 13, 2024 Council meeting to clarify when items must be presented to Council for consideration are included in the proposed Resolution 24-1956.

Background

The current purchasing policies were adopted with Resolution 617 in 2001 and amended with Resolution 1399 in 2014. Following the passage of HB 1621 by the state legislature, the administration deemed it necessary to streamline and improve the purchasing policies. The new resolution will adopt updated procurement policies while repealing Resolutions 617 and 1399.

After feedback during the Budget and Finance Committee presentation in May, the administration redrafted the resolution to have the Council adopt the purchasing policies and removed the purchasing procedures for separate adoption by the administration. The administration will continue to update the procurement procedures, consistent with the adopted policies, that will be used internally by all City staff.

You'll see that the proposed Resolution refers to "Public Works" in multiple places, which are a category of projects defined by statute as "all construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the ... municipality . . ." The largest categories of items purchased by the City that are not Pubic Works are probably goods and services.

Alternatives

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none">• Adopt the resolution	The new procurement policies will become effective upon passage by the Council.
<ul style="list-style-type: none">• Reject the resolution	The current policy will remain in place.

Staff Recommendation

Adopt Resolution 24-1956 adopting the procurement and acquisition policy for the city.