CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: September 11, 2023

PRESENTED BY: Peter Geddes, Procurement Director

AGENDA ITEM: Approval of Purchasing Department Procurement Manual outlining policies and procedures for the City of Mission acquisitions - Geddes

NATURE OF REQUEST:

The manual was revised to include changing the dollar threshold from $1,000 to $5,000, changes to the travel policy and p-card process, signing authority limits, and updates to thresholds for solicitations of professional, personal, and consulting services. The policies and procedures outlined in the manual will ensure that City Departments comply with Federal, State and Local statutes regulating competitive solicitations, the procurement of professional services, high technology purchases, cooperative purchases, emergency and sole source purchases.

BUDGETED: N/A **FUND:** N/A **ACCT. #:** N/A

BUDGET: N/A **EST. COST:** N/A **CURRENT BUDGET BALANCE:** N/A

BID AMOUNT:

STAFF RECOMMENDATION:

Approval

Departmental Approval: Purchasing, Finance

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval RP

RECORD OF VOTE:

APPROVED: _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____