



CITY COUNCIL COMMUNICATION

DATE: October 16, 2023

FROM: Alina Ciocan, Assistant City Manager

AGENDA ITEM: Presentation and discussion on an updated Purchasing Policy.

SUMMARY:

- In FY 22-23, City Administration implemented a new internal program designed to analyze the various functions of the organization with the goal of optimizing operations and providing better services to our residents.
- As part of this effort, Purchasing was the first function to be reviewed.
- Through this review process, updating the City's Purchasing Policy & Procedure Manual has been identified as a necessary step in establishing an even more robust Purchasing program.

FISCAL INFORMATION:

Budgeted: N/A Amount: N/A GL Account: N/A

RECOMMENDED MOTION OR ACTION:

N/A

ATTACHMENTS:

- Purchasing Policy & Procedure Manual