



AGENDA REPORT

City Council Meeting

TODAY'S DATE: July 10, 2025

MEETING DATE: August 20, 2025

TO: City Council

FROM: Cheryl Hughes, Central Services Director

SUBJECT: Procurement Policy Update

DESCRIPTION/BACKGROUND:

City Council adopted the City of Sandpoint Procurement Policy in May 2020 and approved updates to the Policy in September 2020, January 2022, June 2023, September 2023, February 2024, May 2024, and December 2024. This policy update is in response to Idaho Legislation that enacted changes to Idaho Code Section 67-2805 and 67-2806 for Procurement of Public Works Construction and Procuring Services or Personal Property that took effect July 01, 2025. The thresholds for procurement process has increased and the impacts on our Procurement Policy are redlined beginning in Section V, pages 5 thru 9 in the attachment to this Agenda Report and highlighted yellow on the attached Procurement Process and Signature Authority to this Agenda Report. There are minimal changes except identifying the increased amount for competitive solicitation for Public Works Construction and Professional and Non-Professional Services and Goods to \$250K. Additionally, Signature Authority is being revised to reflect "Supervisor" as the approver for procurement in all categories up to \$4,999.

STAFF RECOMMENDATION:

Staff recommends City Council consider approving the changes to the City of Sandpoint's Procurement Policy.

ACTION:

City Council to approve the changes to City of Sandpoint's Procurement Policy.

WILL THERE BE ANY FINANCIAL IMPACT? No HAS THIS ITEM BEEN BUDGETED? N/A

ATTACHMENTS:

- Proposed Resolution
- City of Sandpoint Procurement Policy – July 01 2025 Update - Redline
- Procurement Process and Signature Authority Policy Aug 06 2025