



## **AGENDA REPORT**

### **City Council Meeting**

**TODAY'S DATE:** May 7, 2024

**MEETING DATE:** May 15, 2024

**TO:** City Council

**FROM:** Cheryl Hughes, Grants, Contracts & Procurement Manager

**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, and February 2024. This update is necessary to increase the formal solicitation requirement from \$100,000 to \$150,000 thresholds, following the change in Idaho Code §67-2806 – Purchasing by Political Subdivisions, of which our Procurement Policy follows. Additionally, there were administrative updates made throughout the Policy, including changing the reference of Divisions to Departments and adding the Mayor as authorizing signatory where reference was for City Administrator approvals. Those areas now reflect, "City Administrator or Mayor". And finally, updating the title of the Contract Procurement Officer to Contract Procurement Manager that is referenced in the Policy.

#### **STAFF RECOMMENDATION:**

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

#### **ACTION:**

**Staff asks City Council to approve the changes to City of Sandpoint's Contract & Procurement Policy.**

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

#### **ATTACHMENTS:**

Proposed Resolution

City of Sandpoint Procurement Policy – May 2024