



AGENDA REPORT

City Council Meeting

TODAY'S DATE: December 9, 2024

MEETING DATE: December 18, 2024

TO: City Council

FROM: Cheryl Hughes, Central Services Director

SUBJECT: Approve 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, and May 2024. City staff recognizes the growing need for flexibility in addressing time-sensitive purchases. This policy update increases procurement thresholds for Goods & Non-Professional Services. The updated procurement process thresholds are necessary to optimize the City's procurement processes, increase operational efficiencies, while also ensuring full compliance with Idaho Law, specifically Idaho Code §67-2806. While thresholds will be raised for procurement processes, City staff will continue to maintain ongoing oversight of all procurement decisions to ensure fairness, integrity, and remain committed to fiscal responsibility with tax and rate payer dollars.

Additional changes within the Procurement Policy include removing City Administrator from policy and approvals within the policy.

STAFF RECOMMENDATION:

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

ACTION:

Staff asks 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?

ATTACHMENTS:

Proposed Resolution

Procurement Policy – December 2024