



CITY COUNCIL AGENDA ITEM

SUBJECT: Purchasing Policy Revisions

AGENDA SECTION: *(check all that apply)*

☒ **PRESENTATION** ☐ **PUBLIC HEARING** ☐ **CONSENT AGENDA** ☐ **OLD BUSINESS**
☐ **NEW BUSINESS** ☐ **OTHER, PLEASE STATE:** [Click or tap here to enter text.](#)

CATEGORY: *(check all that apply)*

☐ **ORDINANCE** ☐ **RESOLUTION** ☐ **CONTRACT** ☒ **POLICY** ☐ **STATUS REPORT**
☐ **OTHER, PLEASE STATE:** [Click or tap here to enter text.](#)

ACTION REQUESTED: ☐ **DECISION** ☒ **DISCUSSION**, ☐ **REVIEW**, or ☐ **UPDATE ONLY**

Previously Heard Date(s): 06/17/21 & 02/14/22

Current Work Session: [Click or tap to enter a date.](#)

Current Council Meeting: Wednesday, September 14, 2022

SUBMITTED BY: Gia Scruggs, Finance Director

PRESENTER: Gia Scruggs

PURPOSE: After the Financial Oversight Committee was presented with the Purchasing policy and the City Attorney and Finance Department had additional revisions that needed to be incorporated into the City's purchasing policy earlier this year.

FACTS: Based on recommendations from the Financial oversight committee, City Attorney and staff recommendations, the Finance director is presenting proposed changes to the Purchasing policy for discussion with the City Council. The most substantial changes to this policy include the removal of the purchasing card policy (Appendix B) so that is a stand alone policy, the increase to \$4,999.99 for the Department Head authorization of purchases, the increase to the amendment/change order amount from \$2,500 to \$25,000, the addition of the approval of computer hardware/software purchases marketing/media content being approved by the Communications/IT Director, and clarifying language regarding completion of due diligence items prior to requesting a resolution from the City Council.

OPTIONS: Discussion only [Click or tap here to enter text.](#)



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RECOMMENDED ACTION: Discussion only [Click or tap here to enter text.](#)

ATTACHMENTS:

- (1) Attachment 1 - Draft Purchasing Policy Revisions
- (2) Attachment 2 - Policy Revision Chart
- (3) Attachment 3 - [Click or tap here to enter text.](#)
- (4) Attachment 4 - [Click or tap here to enter text.](#)
- (5) Attachment 5 - [Click or tap here to enter text.](#)