



CITY COUNCIL AGENDA ITEM

SUBJECT: Purchasing Policy Revision

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

Current Work Session: Monday, February 14, 2022

SUBMITTED BY: Gia Scruggs, Finance Director

PRESENTER: Gia Scruggs

PURPOSE: After the Financial Oversight Committee was presented with the Purchasing Policy, the City Attorney and Finance Department had additional revisions for incorporation into the policy.

FACTS: Based on recommendations from the Financial Oversight Committee, the City Attorney and City staff, 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 it may instead be a stand-alone policy, an 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. The Council's questions and feedback on the proposed policy changes are being sought.

OPTIONS: Discussion only

RECOMMENDED ACTION: Discussion only



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ATTACHMENTS:

- (1) Attachment 1 - Draft Purchasing Policy Revisions
- (2) Attachment 2 - Policy Revision Chart