

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: August 18, 2025

Topic:

Approve Changes to Administrative Policy No. 9, Procurement Policy and Manual.

Background:

In 2022, the City of Tomball adopted an updated Procurement Policy and Manual to comply with state law, incorporate best practices, and better define procedures for procurement.

Staff have evaluated the current policy and identified changes to improve procedures, add clarity, implement new forms, as well as incorporate changes to state law. The major change includes an update to the competitive bidding threshold from \$50,000 to \$100,000, which was adopted into law and will be effective September 1, 2025. Additional major policy changes include updating procedures to align with best practices and clarifying certain roles and workflows in the purchasing process.

A summary of the proposed changes is attached along with a clean and redline version of the policy. .

Origination: Finance Department

Recommendation:

Staff recommends approval.

Party(ies) responsible for placing this item on agenda:

Jessica Rogers, Assistant City
Manager

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: _____ No: _____

If yes, specify Account Number: # _____

If no, funds will be transferred from account # _____

To account # _____

Signed Jessica Rogers 8/6/2025
Staff Member Date

Approved by _____
City Manager Date