

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: August 4, 2025

Topic:

Workshop Discussion Only – 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 expenditure authority levels to align with state law.

A summary of the proposed changes is attached, as well as a redline version of the policy for Council's review.

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	7/29/2025	Approved by		
	Staff Member	Date		City Manager	Date