

# City Council Meeting

## Agenda Item

### Data Sheet

Meeting Date: Nov. 7, 2022

#### Topic:

Repeal Administrative Policy No. 6, "Auctions Conducted to Dispose of City Property," and Administrative Policy No. 16, "Master Service or Commodity Contracts, Professional Service Contracts, and Change Orders".

#### Background:

Administrative Policy No. 6, "Auctions Conducted to Dispose of City Property," was adopted by City Council on July 20, 1998 and outlined procedures related to the disposal of City property. Administrative Policy No. 16, "Master Service or Commodity Contracts, Professional Service Contracts, and Change Orders" was adopted by City Council on November 15, 1999 and outlined procedures related to the approval authority and authorization process for certain contracts, agreements and change orders.

All procedures related to disposal of City property and approval authority for agreements, contracts, and change orders have been included within the Administrative Policy No. 9, "Procurement Policy and Manual," thus making Administrative Policies No. 6 and No. 16 no longer necessary. Approval authority levels is including in the Procurement Policy and Manual as Article 3 and disposal of City assets was included as Article 13.

**Origination:** City Manager's Office

#### Recommendation:

Staff recommends repealing Administrative Policy No. 6 and Administrative Policy No. 16.

**Party(ies) responsible for placing this item on agenda:** Jessica Rogers, Asst. 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	<u>Jessica Rogers</u>	Approved by	_____
	Staff Member		City Manager
	Date		Date