

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: October 3, 2022

Topic:

Approve amendment to Administrative Policy No. 9, entitled "Procurement Policy & Manual" and authorize participation in certain purchasing cooperatives.

Background:

Staff reviewed and updated the current Purchasing and Bidding Policy, which was last updated in August 2020. The proposed Policy reflects current purchasing processes and incorporates best practices. The Policy will be effective October 1, 2022 to align with the 2022-2023 Fiscal Year.

In addition, the Policy includes list of approved Purchasing Cooperatives (Appendix C). It is a best practice for Council to approve the list and authorize the City's participation in a given cooperative so that quotes, prices, and contracts available through that cooperative can be used.

Origination: Finance Department

Recommendation:

Staff recommends approval.

Party(ies) responsible for placing this item on agenda: Katherine Tapscott, Finance Director

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: Katherine Tapscott, CPA 9-27-22 **Approved by:** _____
Staff Member Date City Manager Date