



COUNCIL AGENDA ITEM COVER SHEET

Meeting Type: Council - Regular

Meeting Date: July 21, 2022

Agenda Item Type: Consent Agenda

Staff Contact: Brandon Perkins, Town Manager

STAFF REPORT

AGENDA ITEM:

Approval of updates to the Town's Procurement Procedures to include language recognizing the Assistant Town Manager position.

BACKGROUND:

The Town has not employed anyone in the position of Assistant Town Manager for many years, but recently promoted Mr. Trocquet to the position. As a result of years without anyone in the position, there is no mention of it and its duties in the Town's updated purchasing manual. The attached update corrects this issue and allows the Asst. Town Manager to sign off on purchases in appropriate circumstances.

All proposed changes to the existing document are either double underlined or indicated by red text in the attached draft. No other changes have been made to the policy.

FUNDING:

None.

STAFF RECOMMENDATION:

Staff recommends approval of this basic update.

ATTACHMENTS:

1. Draft Update to the Procurement Manual

PREVIOUS DISCUSSIONS:

None.