



## Finance Department

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To: Finance Committee  
From: Mark Stevens  
Date: April 8, 2024  
RE: Purchasing Policy Review

Ald. Davis has asked for a review of the purchasing policy that was approved by Council earlier this year. Her concern is that the final steps of approval of a purchase are with Public Works Commission or Finance Committee, not the Common Council. My perspective is that the Common Council has, in fact, provided its full approval through the budget process that approved the new year's spending plan. The most critical interactions are accomplished at a committee level where committee members, staff members proficient in their professions, and outside consultants can hammer through the nitty-gritty details that make for good output.

I heavily utilized the purchasing policy that the City of Sun Prairie had shared with me to craft the Watertown policy. But the practices of the two cities' Council meetings aren't as similar, so a review would be helpful to affirm that the new policy continues as approved by Council.

Attached: purchasing policy  
Take note of Sections 3.0, 3.4, and 3.5.