



Agenda Statement

File #: 17-0440 **Version:** 1
Type: Work Session Item **Status:** Filed
File created: 9/1/2017 **In control:** City Council
On agenda: 9/5/2017 **Final action:** 9/5/2017
Title: City Procurement Policies and Procedures
Sponsors:
Indexes:
Code sections:
Attachments: 1. Chapter 2.80 Procurement Policy.pdf

Date	Ver.	Action By	Action	Result
9/5/2017	1	City Council		

ITEM TITLE:

Work Session - Procurement Discussion

SUBMITTED BY: Sheri Pierce, City Clerk

FISCAL NOTES:

Expenditure Required: [Click here to enter text.](#)
Unencumbered Balance: [Click here to enter text.](#)
Funding Source: [Click here to enter text.](#)

RECOMMENDATION:

[Click here to enter text.](#)

SUMMARY STATEMENT:

The city council has requested a work session to discuss the city procurement process.

In early January administration formed a working group comprised of the City Manager, Finance Director, Capital Facilities Director, City Attorney and City Clerk to discuss the procurement process. Our goals were to review the procurement chapter in the municipal code, review contract forms and procedures and at the request of the Economic Development Commission we researched the amount of goods and services which the city "buys local". The working group has suggested amendments to the procurement code for submission to the council for discussion and the city attorney has been actively working with the Capital Facilities department on minor revisions to our contract forms.

At the work session we will guide the council through the contracting process for both construction projects and professional services including change orders. We will also present suggested revisions

to the procurement code for your consideration.

I have attached a copy of the current procurement code. At the work session I will project the suggested amendments to each section in a redline version.