



Agenda Briefing

Date of Meeting: 3/17/2020

Responsible Department: Finance

Presenter: Michael Gibbs

Briefing Prepared By: Michael Gibbs

Strategic Focus Area: City Services

General Information / Subject:

Resolution 2020-04, Purchasing Policy is an update to the City's Purchasing Policy. The updates aim to assist the City's alignment with State Statutes and Financial/Procurement Best Practices. The updates will help ensure the City is meeting required laws and best practices to meet it's financial and purchasing fiscal responsibilities. The purchasing policy updates aim to assist the City's move towards the utilization of an electronic requisition/purchase order module.

Executive Summary / Background:

All requests must be submitted to the City Secretary's Office no later than 12:00 p.m. on the Monday, one week prior to the regular Tuesday Council Meeting. All required attachments are to be submitted with the request. Incomplete items cannot be placed on the agenda.

Funding / Fiscal Information:

Account Number:

Amount Budgeted:

Amount Requested / Required:

Funding Source (if not budgeted):

Supporting Materials Attached:

Prior Action / Review by Council, Boards, Commissions:

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Staff Recommendation:

Approve resolution 2020-04

**APPROVED BY:
(as appropriate)**

DocuSigned by:
Michael Gibbs
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3/12/2020

Preparer or Department Director

Date

Building Official, if needed

Date

City Secretary, if needed

Date

Community and Visitor Relations Director
if needed

Date

Court Administrator, if needed

Date

Deputy City Manager, if needed

Date

EDC Director, if needed

Date

Emergency Services Director, if needed

Date

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Finance Director, if needed

Date

HR Director, if needed

Date

IT Director, if needed

Date

Police Chief, if needed

Date

Public Works Director, if needed

Date

DocuSigned by:

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3/13/2020

City Manager

Date