



Legislation Text

File #: 19-1138, **Version:** 1

City Council Meeting Date: October 15, 2019

To: Mayor and City Council

From: Ben Martig, City Administrator

Consider Approving Purchasing Policy Amendments.

Action Requested:

The Northfield City Council considers a Motion approving the attached purchasing policy amendments.

Summary Report:

In 2018, the State of Minnesota increased statutory thresholds for competitive bidding (see attached Minnesota House research memo - attachment 3). Staff began researching potential changes to the purchasing policy and includes the following changes proposed to be incorporated into the amendments:

- a. Match state maximums related to competitive bidding thresholds; and
- b. Incorporate relevant City Code authorities for easy reference in the policy; and
- c. Codify operational practice of relevant budget authority and controls; and
- d. Codify operational practice of delegated contract execution authority.

The Council Finance Policy Subcommittee has made multiple reviews of the proposed policy. A redline of the changes including highlights of some adjustments proposed by City Attorney Hood after the policy committee review were presented to the City Council on October 1, 2019 for review and discussion. The attached proposed policy (attachment 1) was amended based on input from the City Council on October 1. The changes made following the October 1 meeting are shown in yellow highlight on the attached document and summarized below:

- Changed “Support of Local Firms and Merchants” section to “Statement of Values” and added #2 “Sustainability” statement.
- Added language pertaining services contracts exceeding \$75,000 being approved by the City Council. Please note this is \$25,000 less of a threshold than the longstanding current purchasing policy requirements and related operating practice at \$100,000.
- Added EDA/HRA language with revised language from the initial draft reviewed by the Council Finance Policy Committee.

Alternative Options:

- a. Refer back to committee to review items.
- b. Review for further discussion rather than action.

Financial Impacts:

Not applicable.

Tentative Timelines:

✓ October 1st - Council review and discussion
October 15th - Consideration of approval by council.