

Legislation Text

File #: 24-412, **Version:** 1

PRESENTER:

Barbara Coleman, Purchasing Manager

SUBJECT:

Approval of annual routine recurring expenditures for FY 2024 in accordance with City Charter Section 9.17.

DEPARTMENT: Finance

COUNCIL DISTRICTS IMPACTED: NA

BACKGROUND INFORMATION:

Per section 9.17 of the City Charter, City Council approval is required for annual purchases that exceed \$50,000. There are various routine expenditures that occur every year and staff recommend that these expenditures be approved all at once, to more efficiently manage staff resources as well as ensure compliance with the charter. This will eliminate the need for these expenditure requests to be brought to City Council individually throughout the year.

This action will allow purchases to be made as needed throughout the year. As indicated below, the purchases are competitively vetted by cooperative agreements, quote or justified as a single source. Funding has been allocated for all of the expenditures detailed below.

As additional vendors that are anticipated to exceed the \$50,000 threshold are identified, they would still be brought for City Council at that time. Moreover, any purchases that warrant individual consideration and approval will be brought to City Council in that manner.

The following purchases and estimated annual expenditures are recommended for City Council consideration:

Vendor Source	Service	Estimated	Contract Source
RIOT Creative Imaging Dba/ ARC Document Solutions LLC	Document scanning services for city-wide Imaging. The city is moving forward with removal of paper retention files. Departments have the ability to use RIOT/ARC to support scanning of the documents that are being retained. Documents are retained according to a city retention schedule. Funding is incorporated into the appropriate departments budgets.	\$130,000	BuyBoard

NAFECO	Safety uniforms, equipment and supplies As needed for the Fire Department. Funding is incorporated into the Fire Department operating budget.	\$225,000	BuyBoard
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ISSUE:

Maintain fiscal stability of city operations.

FISCAL IMPACT:

Funding for all initiatives and expenditures above were incorporated into the appropriate FY 2024 departmental budgets. However, the amounts above are estimates; actual costs are dependent upon needs. If the actual costs above exceed what was allocated in the budget for those services, departments are required to make that difference up elsewhere within their operating budget.

RECOMMENDATION:

Staff recommends approval of annual recurring expenditures for FY 2024 in accordance with City Charter section 9.17.