

## Legislation Text

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**File #:** 21-806, **Version:** 1

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**PRESENTER:**

Barbara Coleman, Purchasing Manager

**SUBJECT:**

Approval of annual routine recurring expenditures for FY 2021 in accordance with City Charter Section 9.17.

**DEPARTMENT:** Finance**COUNCIL DISTRICTS IMPACTED:** Maintain fiscal stability of City operations**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	Contract Value
Heil of Texas	Mechanical services and parts for fleet vehicles (trash collection bodies). Requesting increase of annual spend from \$60,000 to \$150,000 - Funding is incorporated into the Solid Waste Fund.	\$150,000

Master Plan	Consulting Services for Development Review Assistance for Planning Department. Requesting increase of annual spend from \$100,000 to 130,000. -Funding is incorporated into the Development Services Fund.	\$140,000
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**ISSUE:**

Requesting additional annual spend to support departmental needs.

**FISCAL IMPACT:**

Funding for all initiatives and expenditures above were incorporated into the appropriate FY 2021 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 2021 in accordance with City Charter section 9.17