



## Memorandum

**Date:** 5/14/2024

**Meeting of:** Committee of the Whole - Finance, Administration, and Communications

**File No.** CM 24-192

**Type:** Committee Memo

**TO:** Committee of the Whole - Finance, Administration, and Communications

**FROM:** Mayor Angela Birney

**DEPARTMENT DIRECTOR CONTACT(S):**

Finance	Kelley Cochran	425-556-2748
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**DEPARTMENT STAFF:**

Finance	Debbie Keranova	Fiscal Services Manager
Finance	Adam O'Sullivan	Purchasing Supervisor

**TITLE:**

Purchasing Process Overview and Process Improvements

**OVERVIEW STATEMENT:**

Staff plan to bring this item to Study Session on May 28, 2024. The Study Session will be an opportunity to inform Council about existing purchasing policies, procedures, and process improvements efforts. This item will be introduced at the Committee of the Whole (FAC) meeting to ensure Council's interests are covered during the Study Session.

☐ **Additional Background Information/Description of Proposal Attached**

**REQUESTED ACTION:**

☐ **Receive Information**

☒ **Provide Direction**

☐ **Approve**

**REQUEST RATIONALE:**

- **Relevant Plans/Policies:**  
N/A
- **Required:**  
N/A
- **Council Request:**  
N/A
- **Other Key Facts:**  
N/A

**OUTCOMES:**

Staff will provide Council with an overview of the Study Session materials listed below and seek feedback.

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- Introduction to Purchasing Division
- Procurement overview and requirements
- City policies and procedures
  - Obtaining quotes
  - Vendor procurement and solicitations
  - Purchase Orders and contracts
  - Approvals and signing limits
- Process improvement efforts
  - Recent improvements
  - Policy updates
  - Data collection
  - Reporting

**COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:**

- **Timeline (previous or planned):**  
N/A
- **Outreach Methods and Results:**  
N/A
- **Feedback Summary:**  
N/A

**BUDGET IMPACT:**

**Total Cost:**

N/A

**Approved in current biennial budget:**

☐ Yes

☐ No

☒ N/A

**Budget Offer Number:**

N/A

**Budget Priority:**

N/A

**Other budget impacts or additional costs:**

☐ Yes

☐ No

☒ N/A

*If yes, explain:*

N/A

**Funding source(s):**

N/A

**Budget/Funding Constraints:**

N/A

☐ **Additional budget details attached**

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**COUNCIL REVIEW:**

**Previous Contact(s)**

Date	Meeting	Requested Action
N/A	Item has not been presented to Council	N/A

**Proposed Upcoming Contact(s)**

Date	Meeting	Requested Action
5/28/2024	Study Session	Provide Direction

**Time Constraints:**

N/A

**ANTICIPATED RESULT IF NOT APPROVED:**

N/A

**ATTACHMENTS:**

N/A