



Memorandum

Date: 3/25/2025
Meeting of: City Council Study Session

File No. SS 25-023 FIN
Type: Study Session

TO: Members of the City Council
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

Finance	Kelley Cochran	425-556-2748
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DEPARTMENT STAFF:

Finance	Adam O’Sullivan	Financial Services Manager
Finance	Haritha Narra	Deputy Finance Director

TITLE:
Purchasing Process Improvements

OVERVIEW STATEMENT:

The Finance Department is initiating a project to review city purchasing processes, procedures, and policies. The scope of work entails policy review, sealed bidding solution, updating contract boilerplates, contract management process review and system implementation, training and resource guides, vendor portal and vendor collaboration, A/P automation, developing citywide spend analytics system and reporting process, and completing the report development for: DEI, Environmental Sustainability, and spend reports. Data and information supporting the project includes historical contract data, analysis of staff time, and data from other municipalities.

Purchasing Division staff have already been working on policy revisions and recommendations for Council Signing and Approval Thresholds, and Council Threshold for amendment approvals.

During the March 25, 2025, study session, Council will have an opportunity to provide input for the proposed changes in the Purchasing Policy regarding the contract signing approval authority for Council, and for the policy requirements for when contract amendments would require Council approval.

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

Receive Information Provide Direction Approve

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
Purchasing Policy, Resolution No. 1503
- **Required:**

N/A

- **Council Request:**
Council requested the City review its purchasing policies and procedures.
- **Other Key Facts:**
N/A

OUTCOMES:

Process and policy improvements will bring efficiencies for staff, City Council, and vendors.

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:

\$200,000

- \$75,000 in 2025
- \$125,000 in 2026

Approved in current biennial budget: Yes No N/A

Budget Offer Number:

297 (Fiscal Accountability)

Budget Priority:

Strategic and Responsive

Other budget impacts or additional costs: Yes No N/A

If yes, explain:

N/A

Funding source(s):

General Fund

Budget/Funding Constraints:

N/A

Additional budget details attached

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
N/A	None proposed at this time	N/A

Time Constraints:

N/A

ANTICIPATED RESULT IF NOT APPROVED:

N/A

ATTACHMENTS:

Attachment A: PowerPoint - Purchasing Process Improvements - March 2025