



MAYOR & COUNCIL COMMUNICATION

DATE: August 19, 2014
CONSENT
ITEM# 9

AGENDA ITEM: Updated Purchasing Policy
SUBMITTED BY: Cathy Bendel, Finance Director
THROUGH: Cathy Bendel, Finance Director
REVIEWED BY: Finance Committee

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item.....City Administrator
- Report/Presentation.....City Administrator
- Questions from Council to Staff.....Mayor Facilitates
- Call for Motion.....Mayor & City Council
- Discussion.....Mayor & City Council
- Action on Motion.....Mayor Facilitates

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to consider approval of an updated policy related to purchasing activity for the City of Lake Elmo. No specific motion is needed as this is recommended as part of the *Consent Agenda*.

BACKGROUND INFORMATION: The City of Lake Elmo currently has a purchasing policy which the Finance Committee reviewed and found to be cumbersome and difficult to follow. As a result, suggestions were made resulting in a new streamlined policy. By approving the attached policy the City Council will strengthen the internal controls surrounding purchasing since the department heads will find it much easier to understand resulting in better adherence.

STAFF REPORT: Purchasing is a critical function for the City. As part of the Finance Department and Finance Committee’s 2014 initiatives, reviewing and making suggestions for updating some outdated Finance related policies is very high on the list. This is one of those key policies.

This policy will ensure that the purchasing activity of the City is being done with the focus of providing the best value for the funds spent for the City of Lake Elmo.

RECOMMENDATION: It is recommended that the City Council consider approval of the proposed Purchasing Policy.

ATTACHMENTS:

1. Draft Purchasing Policy