



# MAYOR & COUNCIL COMMUNICATION

**DATE:** November 18, 2014  
**CONSENT**  
**ITEM** #10

**AGENDA ITEM:** Rotating Schedule for Traffic Sign Purchases

**SUBMITTED BY:** Finance Committee

**THROUGH:** Cathy Bendel, Finance Director

**REVIEWED BY:** Finance Committee  
Mike Bouthilet, Public Works Director

**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 approve the on-going procedural modification related to the purchasing of traffic sign stock. No specific motion is needed as this is recommended as part of the *Consent Agenda*.

**LEGISLATIVE HISTORY/BACKGROUND INFORMATION:**

During their monthly reviews of the financial statements, the Finance Committee has identified some items that had historically been purchased in bulk to have stock on hand which would often cover multiple years. One of those items are the traffic road signs. During 2014 the stock had been depleted and a large order was placed.

The Finance Committee is recommending that the Public Works department officially change their traffic sign purchasing procedures to initiate a rotating stock inventory replenishment to avoid large expenditures.

**RECOMMENDATION:** Based on the aforementioned, the staff recommends the City Council approve this procedural modification.