

AGENDA REPORT

DATE: December 7, 2004

ITEM Ordinance 2893 Amending Title 3, Chapter 08, Section 050, of the Official Codes of the City of Great Falls, Montana Pertaining to Small Purchases

INITIATED BY Fiscal Services Department

ACTION REQUESTED Commission Accept Ordinance No. 2893 on First Reading and Set Second Reading for December 21, 2004

PREPARED BY Melissa Kinzler, Assistant Fiscal Services Director

REVIEWED & PRESENTED BY Coleen Balzarini, Fiscal Services Director

RECOMMENDATION:

Staff recommends the City Commission accept Ordinance No. 2893 on first reading amending Title 3, Chapter 08, Section 050 of the Official Codes of the City of Great Falls, Montana pertaining to Small Purchases.

MOTION:

“I move the City Commission accept Ordinance No. 2893 on first reading and set the second and final reading for December 21, 2004.

SYNOPSIS:

Ordinance No. 2893 pertains to small purchases not exceeding the amount established by 7-5-4302 MCA. The change in the Ordinance is administrative “clean-up” and will bring the code more in line with the City Charter. This change eliminates the set dollar amount requiring bids in the City Ordinance, and allows procedures to be developed and set by the City Manager or his/her designee.

BACKGROUND:

Fiscal Services Department is updating Fiscal Services Policies and Procedures and part of this review included examining the purchasing policies already in place. When reviewing the policies it was noted that actual dollar limits were stated in City Ordinance. The change in the ordinance would allow the City Manager to adjust policies for dollar limits for small purchases without a change in ordinance and bring the code in line with the City Charter.