

AGENDA REPORT

DATE: December 21, 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 Adopt amended Ordinance No. 2893 on Second Reading

PREPARED BY Melissa Kinzler, Assistant Fiscal Services Director

REVIEWED & PRESENTED BY Coleen Balzarini, Fiscal Services Director

RECOMMENDATION:

Staff recommends the City Commission adopt amended Ordinance No. 2893 on second reading.

MOTION:

“I move the City Commission adopt amended Ordinance No. 2893 on second reading.”

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. Section B in Ordinance 2893 was amended from first reading due to minor sentence structure changes.

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 future need for change in ordinance and bring the code in line with the City Charter.