



STAFF REPORT AND FISCAL IMPACT NOTE

Ordinance: O-41-18

Title: Emergency Procurement

Date: September 20, 2018

STAFF REPORT

This ordinance amends Section 6.16.020 of the City Code to allow the City Manager to transfer funds in an amount greater than \$25,000 to make an emergency procurement without first seeking City Council approval, provided the transfer is within the same fund.

The ordinance also adds Section 11.48.070 to establish criteria for what an emergency procurement is. It provides that whenever the time to comply with the City's procurement laws and regulations would endanger the health or safety of people or property, the Procurement Officer, with the approval of the City Manager, may make an emergency procurement. The emergency procurement is limited to only those goods and services necessary to meet the emergency and only for the duration of the emergency. The emergency procurement still must conform to the City's procurement laws and regulations to the extent practicable under the circumstances.

The Procurement Officer is required to maintain a complete, current file record of all emergency procurements that explains and otherwise supports the basis for which the emergency purchase was made, and those records are available for public inspection.

Prepared by: Teresa Sutherland, City Manager

FISCAL IMPACT

This ordinance is enabling legislation to permit emergency procurements. It has no fiscal impact.

Prepared by: Jodee Dickinson, Finance Director