



Common Council Report

Agenda Item: Discussion and Possible Action Regarding Purchasing Policy Updates
Meeting Date: June 7, 2022
Presenter: Kelsie Bannach, City Treasurer
Department: City Hall

Conformance with Strategic Plan:

- Affordability & Financial Stability
- Safe, Inclusive, Welcoming Community
- Diverse Opportunities for Fun and Life-Long Learning
- High Performing Organization with Professional Staff
- Environment for Business Success with Thoughtful Growth and Development

Summary

Implementing an updated Purchasing Policy to provide guidance and procedures for the procurement of goods and services for all departments.

Analysis and Key Issues

The City of Milton Purchasing Policy was established to uphold the City's commitment to the public trust through proactive, consolidated, and standardized purchasing methods. The current policy was last updated in 2014.

Staff has prepared the attached Purchasing Policy that updates procedures for staff. The updated Purchasing Policy now allows for a Division Head to make a purchase up to \$2,000 without Department Head approval. This will streamline daily operations and allow flexibility in emergency situations.

The updated Purchasing Policy continues to follow Wisconsin State Statutes and standards provided by Government Finance Officers Association.

Fiscal Impact

The recommended motion has no fiscal impact.

Recommended Motion

Staff recommends approval of the amended City of Milton Purchasing Policy as presented.

Attachments

- Purchasing Policy 2022