



## Staff Report

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**File #:** 18-23  
**Version:** 2

**Date:** 2/12/2018  
**Item #:** 5.a.

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**TO:** Urban Renewal Agency Board  
**THROUGH:** Steve Powers, Executive Director  
**FROM:** Kacey Duncan, Deputy Executive Director

**SUBJECT:**

Purchases approved administratively - December 1, 2017, through December 31, 2017.

Ward(s): All Wards  
Board Member(s): All Board Members  
Neighborhood(s): All Neighborhoods

**ISSUE:**

Monthly purchasing activity report presented for Urban Renewal Agency Board (Board) review.

**RECOMMENDATION:**

Information only.

**SUMMARY AND BACKGROUND:**

The Executive Director, or his designee, approves administrative awards, renewals, and modifications of contracts through the review of the Weekly Purchasing Report presented by the Contracts and Procurement Manager. All completed procurement transactions valued at \$25,000 and above that have been recommended for award by user departments are presented in the Weekly Purchasing Report and reviewed for compliance with the Public Contracting Rules.

The purpose of this report is to inform the Board of the specific awards and the sources of funds for all contracts which were administratively awarded, renewed, or modified during the month of December. This report presents the public contracting activity in Category III Consultant of Record (COR) Contracts.

**FACTS AND FINDINGS:**

The following purchase was approved administratively during the month of December.

Shawna Self, CPPB  
Contracts and Procurement Manager

**Attachments:**

1. Purchases approved administratively URA December 2017