



# CITY OF SALEM

585 Liberty St SE  
Salem, OR 97301

## Staff Report

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**File #:** 22-361

**Date:** 8/8/2022

**Version:** 1

**Item #:** 6.e.

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**TO:** Mayor and City Council  
**THROUGH:** Kristin Retherford, Interim City Manager  
**FROM:** Josh Eggleston, Chief Financial Officer

**SUBJECT:**

Purchases approved administratively from July 1, 2022 through July 31, 2022.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance

**SUMMARY:**

Specific awards and the sources of funds for all contracts administratively awarded, renewed, or modified during the month of July. Included in the report are procurement contracts and public contracting activities with a current fiscal year impact and annual contracts.

**ISSUE:**

Monthly purchasing activity report presented for City Council review.

**RECOMMENDATION:**

Information only.

**FACTS AND FINDINGS:**

The attached purchases, renewals, and modifications were approved administratively during the month of July.

**BACKGROUND:**

The Interim City Manager, or her designee, approves administrative awards, renewals, and

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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 City's Public Contracting Rules.

Shawna Self, NIGP-CPP, CPPB  
Contracts & Procurement Manager

**Attachments:**

1. Purchases approved administratively July 2022