



## Staff Report

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**File #:** 17-497

**Version:** 2

**Date:** 11/13/2017

**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 - September 1, 2017, through September 30, 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 September. This report presents the public contracting activity in Category I Current Fiscal Year Procurement Contracts.

**FACTS AND FINDINGS:**

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

Shawna Self, CPPB  
Contracts & Procurement Manager

**Attachments:**

1. Purchases approved administratively URA September 2017.