



## Staff Report

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**File #:** 18-373

**Version:** 1

**Date:** 9/10/2018

**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 - July 1, 2018 through July 31, 2018

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 July. This report presents the public contracting activity in the following categories: Category I, Current Fiscal Year Procurement Contracts, public contracting activities with current fiscal year impact; and Category II, Annual Requirement Contracts.

**FACTS AND FINDINGS:**

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

Shawna Self, CPPB  
Contracts and Procurement Manager

**Attachments:**

1. URA Purchases approved administratively July 2018.