



**Staff Report**

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**File #:** 21-68  
**Version:** 1

**Date:** 2/22/2021  
**Item #:** 6.b.

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**TO:** Mayor and City Council  
**THROUGH:** Steve Powers, City Manager  
**FROM:** Robert Barron, Chief Financial Officer

**SUBJECT:**

Purchases approved administratively from January 1, 2021 through January 31, 2021.

Ward(s): All Wards  
Councilor(s): All Councilors  
Neighborhood(s): All Neighborhoods  
Result Area(s): Good Governance

**ISSUE:**

Monthly purchasing activity report presented for City Council review.

**RECOMMENDATION:**

Information only.

**SUMMARY:**

The purpose of this report is to inform the Council of the specific awards and the sources of funds for all contracts administratively awarded, renewed, or modified during the month of January. Included in the report are procurement contracts and public contracting activities with a current fiscal year impact and annual contracts.

**FACTS AND FINDINGS:**

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

**BACKGROUND:**

The City Manager, 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 City's Public Contracting Rules.

Shawna Self, CPPB  
Contracts & Procurement Manager

**Attachments:**

1. Purchases approved administratively January 2021