

City of Bethel Action Memorandum

Action memorandum No.	22-31		
Date action introduced:	November 8, 2022	Introduced by:	Council Member Hessler
Date action taken:	November 8, 2022	Approved	<input checked="" type="checkbox"/> Denied
Confirmed by:	K M		

Title: Direction administration to include a summary statement of bids and quotes in the monthly management team report.

Amount of fiscal impact:		Account information:
<input checked="" type="checkbox"/>	No fiscal impact	

Administration provides the Bethel City Council and public monthly reports from each of the departments. These reports are included as part of the City Manager's Report in the first regular city council meeting of each month.

Bethel Municipal Code 4.20.020 A. states, the finance director or their designee shall serve as the purchasing agent. The records retention program identifies the finance department as the department charged with the retention of purchasing records.

BMC 4.20.190 requires the city to obtain three phone quotes for the procurement of any single item or purchase order transaction expected to cost five thousand dollars or more but less than \$10,000. Further, the city is required to obtain three written quotes for the purchase of any single item or purchase order transaction expected to cost between \$10,000 and \$20,000 and requests for bid per BMC 4.20.030 for items over \$20,000. Finally, this chapter requires that the names of the businesses which submitted written or verbal quotes be recorded and maintained as a public record.

In an effort to provide more transparency and public awareness, the City Council directs administration to include within the finance department's monthly report, a summary of purchasing transactions that are over \$5,000 (or the dollar threshold prescribed if amended) that require bids and/or quotes written and/or verbal. The summary should include the services the bid or quote was requested for, the vendor name, and the quote amounts.