



# City and Borough of Sitka

100 Lincoln Street Sitka, Alaska 99835

*Coast Guard City, USA*

## MEMORANDUM

**To:** Mayor McConnell and Assembly Members  
**From:** Mark Gorman, Municipal Administrator  
**Date:** April 1, 2016  
**Subject:** Revised Sitka General Code – 3.16 Procurement Policy

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### Background

The Procurement Policy of the City and Borough of Sitka requires a significant update. The results of recent audits, turnover of CBS personnel, new and beneficial processes of procurement are driving this requisite. Department head leadership has worked diligently to revise the ordinance. Fundamentally, this revision is structured to separate the Procurement Policy from the more detailed Procurement Procedures. The Administrator will be responsible for the Procedures Manual: the detailed procedures will reflect the Assembly approved Policy, but can be updated, modified and improved as necessary. These procedures include check lists and a greater level of detail which is not required or appropriate for Sitka General Code but which results in more structured, clear, methodical and auditable processes.

### Analysis

The revised policy significantly streamlines the procurement processes while at the same time increasing continuity, proficiency, effectiveness and financial controls. This ordinance allows the Administrator to expend Assembly budgeted and appropriated funds, therefore eliminating the need for further Assembly deliberation on procurement detail. This creates efficiencies at the Assembly table as well as CBS purchasing. New appropriations will remain an approval at the Assembly level.

### Recommendation

Approve the revision to Sitka General Code Chapter 3.16 Procurement Policy.