

INFORMATION, TECHNOLOGY, AND GENERAL SERVICES and ECONOMIC DEVELOPMENT AND JOBS COMMITTEES' REPORT relative to establishing the Office of Procurement within the City Administrative Officer (CAO).

Recommendations for Council action:

1. APPROVE the transfer of the Office of Procurement from the Department of General Services (GSD) to the CAO effective July 1, 2022.
2. REQUEST that the Mayor include the recommended Office of Procurement staffing and expense account resources within the CAO in the 2022-23 Mayor's Proposed Budget.
3. REQUEST that the City Attorney's Office draft the ordinance language to establish the Office of Procurement within the CAO and to confer upon the Office of Procurement the responsibilities discussed in the CAO report, dated February 11, 2022, attached to the Council file.

Fiscal Impact Statement: The CAO reports that approval of the above recommendations will not result in an immediate General Fund impact. However, funding for new positions and expense accounts in the amount of \$1.56 million, continued funding for resolution authority positions in the amount of \$0.58 million, and transfer of funding for regular authority positions from the GSD budget in the amount of \$0.42 million, totaling \$2.56 million is required to establish the Office of Procurement within the CAO.

Financial Policies Statement: The CAO reports that to the extent that this report takes into consideration the ongoing costs of establishing the Office of Procurement within the CAO, it is in compliance with the City's Financial Policies.

Community Impact Statement: None submitted

SUMMARY

At the meeting held on February 17, 2022, your Information, Technology, and General Services Committee considered a CAO report relative to establishing the Office of Procurement within the CAO. After an opportunity for public comment was held, the Committee moved to approve the CAO's recommendations, as amended as detailed above.

Subsequently, on March 8, 2022, the Economic Development and Jobs Committee also considered this matter and after providing an opportunity for public comment, the Economic Development and Jobs Committee concurred with the recommendations made previously by the Public Works Committee.

This matter is now forwarded to the Council for its consideration.

Respectfully Submitted,

INFORMATION, TECHNOLOGY, AND GENERAL SERVICES COMMITTEE



<u>MEMBER</u>	<u>VOTE</u>
RAMAN	YES
BLUMENFIELD	YES
PRICE	YES

ECONOMIC DEVELOPMENT AND JOBS COMMITTEE

<u>MEMBER</u>	<u>VOTE</u>
PRICE	YES
KREKORIAN	YES
BLUMENFIELD	YES
RAMAN	YES
HARRIS-DAWSON	YES

ME 3/8/22

-NOT OFFICIAL UNTIL COUNCIL ACTS-