



## CITY OF WASILLA

290 E. HERNING AVE.

WASILLA, ALASKA 99654-7091

PHONE: (907) 373-9050

FAX: (907) 373-9085

# INFORMATION MEMORANDUM

## NO. 95-09

**DATE:** FEBRUARY 16, 1995

**TO:** MAYOR & CITY COUNCIL

**FROM:** ERLING P. NELSON, FINANCE

**RE:** ORD 95-12, AMENDMENT OF PURCHASING STRUCTURE.

THE CITY PURCHASING CODE WAS ORIGINALLY ADOPTED IN 1980. THE TOTAL EXPENDITURES FOR FY80 WERE \$1,150,607.00. FOR FY94 THE TOTAL EXPENDITURES WERE \$5,910,064.00. THE ADMINISTRATION BELIEVES THAT NOW IS THE TIME TO ADJUST OUR PURCHASING STRUCTURE IN THE EFFORT TO INCREASE EFFICIENCY.

ORDINANCE 95-12 PROPOSES SEVERAL SMALL CHANGES TO THE PURCHASING CODE TO ACHIEVE THIS GOAL. IT DOES NOT CHANGE THE "HOW TO" PORTION OF THE CODE.

1. THE POINT AT WHICH THE COUNCIL GETS INVOLVED IN PURCHASING IS SET AT THE SAME LEVEL WHERE SEALED BIDS ARE REQUIRED, \$10,000.00. ANY PURCHASE UNDER THIS LIMIT WOULD BE CONSIDERED AN ADMINISTRATIVE MATTER.
2. PRESENTLY THE CURRENT CODE DOES NOT STATE THE MAYORS PURCHASING LIMIT EXCEPT BY EXTRAPOLATION. ORD 95-12 SETS IT AT \$10,000.00.
3. THE ISSUE OF SEVERAL SMALLER OR ONGOING PURCHASES THAT IN TOTAL EXCEED \$10,000.00 IS ADDRESSED.
4. THE MAYOR'S ABILITY TO DELEGATE BY ADMINISTRATIVE POLICY IS INCREASED TO \$2,500.00.



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### MEMORANDUM

TO: Councilor Chase  
FROM: Clerk's Office  
DATE: March 13, 1995  
SUBJECT: Purchasing Authority of Mayor

The following municipalities were contacted regarding purchasing authority of the Mayor.

Anchorage: Purchasing Officer has authority to sign up to \$100,000.00 with a formal bid or RFP without approval of the assembly or mayor. Without formal bid the Purchasing Officer may sign up to \$30,000.00

Mat-Su Borough: Purchasing Officer has authority to sign for supplies services, professional services and construction having an estimated value of not more than \$3,500.00 in all cases of supplies or services, \$10,000.00 in all cases of professional services or construction on the open market without formal advertising or other formal bid procedures.

Palmer: None, department heads purchasing authority up to \$7,500.00.

Kenai: None, department heads purchasing authority up to \$2,500.00

Homer: Anything above \$15,000.00 goes to Council.

Valdez: Manager has authority up to \$20,000.00.

Soldotna: Manager has authority up to \$5,000.00.

Seward: Manager has authority up to \$10,000.00, must give quarterly report of purchases between \$5,000.00 and \$10,000.00.

Kodiak: Manager has authority up to \$10,000.00.

VENDOR NAME	CHECK NO.	CHECK MONTH	CHECK DAY	CHECK YEAR	CHECK AMOUNT
ALASKA PUMP & SUPPLY	011443	01	12	95	8,881.00
CHERYL SHONES	011995	04	06	95	6,335.00 - <i>Thawing Service</i>
COOPERS & LYBRAND L.L.P.	011696	02	10	95	7,870.00
DENALI NORTH	011753	02	27	95	7,405.00
ERDMAN & ASSOCIATES	011991	04	06	95	7,831.00
GILFILLIAN ENGINEERING, INC	011957	04	06	95	6,493.90
LIFE QUEST	011520	01	25	95	7,552.00 - <i>State Grant pass thru</i>
MAT_SU BOROUGH	011811	03	09	95	6,000.00 - <i>Personal Control</i>
MATANUSKA ELECTRIC ASSN.	011611	02	10	95	5,353.51
NATIONAL BANK OF ALASKA	011506	01	25	95	7,421.18 - <i>ced tax deposits</i>
NATIONAL BANK OF ALASKA	011625	02	10	95	8,131.11
NATIONAL BANK OF ALASKA	011720	02	27	95	7,560.66
NATIONAL BANK OF ALASKA	011818	03	09	95	6,563.36
NATIONAL BANK OF ALASKA	011897	03	24	95	7,497.81
RICHARD DEUSER, ATTY.	011620	02	10	95	6,075.15
STATE OF ALASKA	011639	02	10	95	6,780.68
THEODORE & COREY CARNEY	011705	02	17	95	7,626.27 - <i>Sewer Grant</i>

\* \* \* E N D O F R E P O R T \* \* \*

To. Council Members through the Mayors Office *AKES*  
 From. Finance *D*  
 Date. 4/12/95

For your information, here is the list of checks written between Jan 1, 1995 and April 12, 1995 between \$5,000 and \$10,000.

*AK*