



# City Council Communication

**AGENDA DATE:** July 13, 2026

**LEGISTAR ITEM #:** Pres 26-107

**PRESENTER:** Jennifer Harbour

**DEPARTMENT:** Finance

<input type="checkbox"/> Administrative Business	<input type="checkbox"/> Noticed Council Business
<input checked="" type="checkbox"/> Informational Presentation	<input type="checkbox"/> Consensus-Building Presentation

## BACKGROUND/REQUEST

Commerce City has undertaken a comprehensive modernization of its procurement framework to better support transparent, accountable, and consistent purchasing practices across all departments. Historically, the City operated under a decentralized model in which departments conducted their own procurement activities. As the organization grew, this approach created variations in process, documentation, and compliance, and limited the City's ability to consistently apply best practices.

Beginning in 2024, the City initiated a shift toward a centralized procurement structure, hiring a Procurement Officer and additional procurement staff, and in 2026 established the Procurement Division under the Finance Director. This transition has positioned the City to strengthen internal controls, improve competitive practices, and deliver a more uniform and transparent procurement process.

The proposed citywide Procurement Policy formalizes this centralized structure and introduces several important updates. Key changes include the consolidation of procurement authority within the Procurement Division, an increase in the discretionary purchasing threshold to align with federal micro-purchase standards, and the introduction of employee conduct expectations related to purchasing activities. The policy also enhances emergency procurement procedures, strengthens waiver and sole-source documentation requirements, and establishes formal standards for technology procurement, including required review by the Information Technology Department.

# CITY COUNCIL COMMUNICATION CONTINUED

Additional improvements modernize the City’s procurement methods, clarify requisition and purchase-order requirements, and streamline outdated policy language, including the removal of legacy provisions such as the former local preference section to ensure consistent, compliant application of procurement rules.

These updates collectively enhance the City’s ability to safeguard public resources, promote fair and open competition, reduce financial and operational risk, and improve audit readiness. A comprehensive Procurement Manual is currently being developed to guide staff through day-to-day implementation of the revised policy, and corresponding updates to the City Code will follow to ensure full alignment.

Materials included for this study session agenda item are:

- Procurement Policy Update Presentation
- Existing Procurement Policy (originally adopted by City Council in 2014 and last revised in 2020)
- Updated Procurement Policy (major policy re-write to implement centralized procurement, modernize, and incorporate best practices)

City staff look forward to reviewing these materials with Council during the 7/13/26 study session. Adoption of this policy will solidify the City’s modernized procurement framework and support consistent, transparent, and accountable purchasing practices organization-wide. The proposed policy has undergone multiple rounds of review by the City Attorney’s Office and the City Manager’s Office prior to being finalized for Council review.

### JUSTIFICATION

<input checked="" type="checkbox"/> Council Goal	<input checked="" type="checkbox"/> Strategic Plan	<input type="checkbox"/> Work Plan	<input type="checkbox"/> Legal
City Council Goal	Provide innovative, responsive, and transparent service to the community across all City departments by assessing and meeting service levels and demonstrating efficacy through data and metrics		

# CITY COUNCIL COMMUNICATION CONTINUED

Strategic Goal Category	Trusted, Transparent, & Accountable Government
-------------------------	--

## **STAFF RECOMMENDATION**

Staff is looking for consensus direction to continue down the path of modernizing and centralizing the City's procurement framework. Recommended next steps include: presenting an ordinance to implement related code changes and a resolution to adopt the Updated Procurement Policy for Council consideration and action in August.