



City Council Communication

AGENDA DATE: August 17, 2026 **LEGISTAR ITEM #:** Res 2026-101

PRESENTER: Jennifer Harbour **DEPARTMENT:** Finance

☐ Ordinance	☒ Resolution	☐ Public Hearing
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REQUEST

Approve a resolution adopting the updated 2026 Procurement Policy, repealing the 2014 and 2020 Procurement Policies, and authorizing the City Manager to implement the updated procurement framework as outlined in Exhibit A.

BACKGROUND

Commerce City has modernized its procurement framework to improve transparency, accountability, and consistency across all departments. Historically, the City operated under a decentralized procurement model, which produced inconsistent practices, documentation, and compliance across the organization. Beginning in 2024, the City moved toward centralization, hiring additional procurement staff and formally establishing the Procurement Division within the Finance Department in 2026.

The revised 2026 Procurement Policy codifies this centralized structure and incorporates several key updates:

- Centralizes procurement authority within the Procurement Division and establishes the Procurement Officer role.
- Increases the discretionary purchasing threshold to align with federal micro-purchase standards.
- Enhances emergency procurement procedures.
- Strengthens waiver and sole-source documentation requirements.
- Establishes standards for technology procurement, including mandatory IT review.
- Introduces requisition and purchase order requirements.
- Removes legacy language.

CITY COUNCIL COMMUNICATION CONTINUED

These improvements reinforce internal controls, promote fair competition, protect public funds, reduce financial and operational risks, and improve audit readiness. A comprehensive Procurement Manual is under development, and City Code updates will ensure alignment with the new policy.

The proposed 2026 Procurement Policy included as Exhibit A aligns with the material presented in the July 13th study session with one addition to Article II, Item B:

- City Council must approve all award recommendations over \$250,000.

The accompanying resolution adopts the 2026 Procurement Policy, repeals prior policies, and authorizes the City Manager to administer and update guidelines as necessary under Charter Section 7.4(m).

JUSTIFICATION

☐ Council Goal	☐ Strategic Plan	☒ Work Plan	☐ Legal
Citation	Adoption of the revised Procurement Policy fulfills City Council's responsibility to ensure transparency, accountability, and compliance with procurement standards and supports centralized purchasing practices across the organization.		

AVAILABLE ACTIONS

- Available Action #1 – Adopt the resolution and revised 2026 Procurement Policy as submitted.
- Available Action #2 – Council may modify the policy or resolution language and approve with amendments.
- Available Action #3 – Continuation to a future date to allow for additional time to review or further revisions.
- Available Action #4 – Decline adoption; this would leave outdated procurement policies in place, limiting transparency, compliance, and centralized procurement effectiveness.

CITY COUNCIL COMMUNICATION CONTINUED

STAFF RECOMMENDATION

Staff recommends #1 – approval of the resolution and revised 2026 Procurement Policy as submitted.