

City of Hays
City Commission
Work Session Notes

Thursday, June 6, 2019 – 6:30 p.m.

Present: Henry Schwaller, IV, Sandy Jacobs, Ron Mellick, Eber Phelps, John T. Bird, Toby Dougherty, and Kim Rupp

Absent: Shaun Musil

May 16, 2019 Work Session Notes

There were no corrections or additions to the minutes of the work session held on May 16, 2019; the minutes stand approved as presented.

Purchasing Policy Revisions

City Manager, Toby Dougherty, reported that the current Purchasing Policy was adopted in 2003 with minor revisions made in 2007 and 2008. The policy remains largely unchanged in the 16 years since its adoption and is in need of updates. Mr. Dougherty reviewed the suggested updates to the policy which include:

- Spending limits in the policy have been adjusted to better meet operational needs.
- All references to a stand-alone Purchasing Agent have been removed. The City Manager is the Purchase Agent by Code and can delegate or assign that duty as they see fit. There is no need to have detailed language in this document.
- The City Attorney has inserted language regarding contractual provisions as spelled out in the Code of Ordinances.
- A new section titled “Service Calls” has been added.
- A new section titled “Vehicle and Equipment Purchases from State/Federal Contracts” has been added. This section codifies the process that has been used since 2004.

Mr. Dougherty explained the new section titled “Service Calls”, which he said essentially, codifies what City employees are already doing. He stated the way the purchasing policy is currently written, the City must acquire three quotes from different suppliers, but companies don’t want to provide quotes when they don’t know what the problem is yet. Usually, City staff will call a company to evaluate the problem, and if an immediate repair is needed they will ask the service provider to fix it on the spot. Otherwise, quotes are solicited.

Commissioner Jacobs asked how it is decided which company they will use.

Mr. Dougherty stated that every year he gets a request for sole source authorizations. The various departments will choose a service provider to call due to a supplier servicing a particular territory, if they are the sole source of the equipment or service, or brand compatibility.

Mayor Schwaller asked what defines a service call. Mr. Dougherty stated a service call is a situation where you’re calling a professional out, but you’re not really sure what the problem is. Commissioner Mellick suggested the wordage service and diagnostic call, be used for clarification.

Commissioner Mellick also recommended that the Commission get a list once a month of what purchases the City Manager has authorized. Commissioner Jacobs added that provides the Commission with information should there be questions from the public. Finance Director, Kim Rupp, stated that information could be added to the monthly Financial Statement.

At the June 13, 2019 Commission meeting, Commissioners will be asked to adopt the revised Purchasing Policy as presented.

Other Items for Discussion

City Manager, Toby Dougherty, reported that beginning June 9, 2019 a contractor will begin micro-surfacing work on various streets throughout town. A schedule was provided and he reviewed the areas that they will be working on.

Commissioner Jacobs stated the she has heard many positive comments about the street striping that has been done recently.

The work session was adjourned at 6:45 p.m.

Submitted by: _____

Brenda Kitchen – City Clerk