

Office of the County Auditor
Auditor's Analysis

Council Resolution No. 173-2020

Introduced: November 2, 2020

Auditor: Michelle R. Harrod

Fiscal Impact:

There is no fiscal impact of this legislation.

The proposed Purchasing Manual changes are primarily the result of Council Bill 62-2020, which changes the name of the Office of Purchasing and the Purchasing Administrator. There is no effect on County revenue or expense due to these changes to the Purchasing Manual.

Purpose:

The purpose of this resolution is to update the Purchasing Manual to match modifications proposed in CB62-2020, which changes the name of the Office of Purchasing to the Office of Procurement and Contract Administration. Council Bill 62-2020 also changes the name of the Purchasing Administrator accordingly.

Council Resolution 173-2020 also proposes a change in the Mission Statement and makes two technical corrections noted below in Other Comments.

Other Comments:

The resolution amends the definition of “parked document” to include the following payment types:

- Real property acquisitions and leases;
- Refunds issued by county departments and offices;
- Utility payments; and
- Government entities

An incorrect reference to Section 4.103(w) of the County Code is removed from **Section 8 – Formal Purchase Report to County Council** (page 5 of the Purchasing Manual attached to the legislation).

If CB62-2020 fails, this resolution may require amendments to remove the corresponding name changes proposed in the bill.