



**AGENDA MEMORANDUM**  
City Council Meeting of December 14, 2021

**DATE:** December 3, 2021  
**TO:** Peter Zaroni, City Manager  
**FROM:** Josh Chronley, Assistant Director of Finance-Procurement  
[JoshC2@cctexas.com](mailto:JoshC2@cctexas.com)  
(361) 826-3176

Procurement Policy Analysis and Proposed Local Preference Ordinance

**STAFF PRESENTER(S):**

<u>Name</u>	<u>Title/Position</u>	<u>Department</u>
1. Josh Chronley	Assistant Director of Finance-Procurement	Finance

**OUTSIDE PRESENTER(S):**

<u>Name</u>	<u>Title/Position</u>	<u>Organization</u>
1. Brandon Tanous	Partner	Weaver

**ISSUE:**

An analysis of the City of Corpus Christi's procurement policies was performed by Weaver, an independent consultant. Weaver had previously performed a similar analysis in 2016, and so this review was a follow-up to the previous study. Assistant Director of Finance-Procurement, Josh Chronley will present City Council with an overview of Weaver's recommendations and points for consideration.

**BACKGROUND:**

The Procurement Division of Finance contracted with Weaver to evaluate the City's policies and procedures governing procurement. The study focused on three (3) primary areas:

1. Policy and Procedure Review
2. Internal Control Evaluations
3. Peer Comparison

The evaluation leveraged its results on a previous study conducted by Weaver in 2016 on the City's Procurement Division of Finance. The presentation will cover Weaver's findings and will outline 16 recommended enhancements to the City's processes. Staff will introduce the steps it has begun and will continue to take in order to fulfill these recommendations. One such recommendation is the creation of a contracts manager position. Due to the importance of this recommendation, City staff will bring forward an agenda item in January 2022 for the creation of a contracts manager. Funding for this position in FY 2022 will be absorbed in the department's existing budget.

The presentation will also present recommendations in establishing a local preference ordinance. As part of Weaver's analysis, they performed a peer city comparison to identify whether the top seven (7) peer cities in Texas had local preference ordinances. City staff reviewed the results and developed a local preference ordinance. The presentation will discuss the local criteria definitions and local preference allocations to include competitive low bids (RFB), competitive evaluations (RFP), and requests for qualifications that were used in developing the ordinance for the City of Corpus Christi. The ordinance will be presented to the City Council for first reading on January 11, 2022, and second reading on January 18, 2022.

**LIST OF SUPPORTING DOCUMENTS:**

PowerPoint – Procurement Policy Review  
Purchasing Department Evaluation-Memo of Results