

Action Plans for Fiscal Year 2015-16:

1. Strengthen Contract Administration

June 2016

Co-Champions: Anna Grandys, City Clerk
Wade McKinney, City Manager

Desired Outcomes: Council and residents have a clear understanding of the life cycle of a contract, and the internal management of contracts. Enhance web-based accessibility of City contracts by the public.

Objectives	
a.	Written report to Council on types of contracts, number of, and outline how departments manage said contracts.
b.	Expand financial software (Eden) module pilot program to include contracts over \$25,000.
c.	Add to City website "Contracts approved within last 60 days" section to include a link to the contract, short description of contract, contract amount and contract administrator information.
d.	Expand existing availability of contracts on City website and establish a user friendly contract organization structure.
e.	Quarterly report outlining City Attorney's Office work product to include: code enforcement activity, costs and reimbursements; any reimbursable work product for third party; personnel matters; litigations; and major work projects.