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**Finance Department
Staff Report
August, 2019**

Department Update

The Finance department is providing increased support to the Parks and Public Works department during its transition period, including assistance with monitoring and analysis of the 2017-2022 Utility CIP.

The 2020-2025 Non-Utility CIP has been adopted per City Council action. A subsequent budget amendment for implementation of the plan has been drafted and will be ready for council action in September. Staff is also working to draft a formal CIP Document summarizing the Capital Improvement Plan and its projects for public release later this year.

Staff has been working with IT on drafting an RFP for an Enterprise Resource Program replacement, with presentation to Finance and Administration Committee likely in September. Staff has already begun demoing software and working with vendors ahead of the RFP.

Finance staff has proposed a purchasing matrix to the Finance and Administration Committee as the core of the comprehensive Procurement Guide and Policy Document being drafted. This comprehensive document will serve to increase internal controls and provide staff with a straightforward guide for all City purchases. This item is ready for Council action, pending action by the Finance and Administration Committee.