Purpose of Finance & Administrative Services Committee: To enable the City Council to discuss and evaluate in greater detail these specific issues that directly impact the financial and organizational strength of the City of Cedar Rapids.

Meeting was brought to order by Council member Gulick at 4:02pm.

Present: Council members Gulick, Shields and Weinacht, Judy Jones, Purchasing Manager and Casey Drew, Finance Director

- Mayor Ron Corbett is an ex-officio member of all Council Committees per City Charter Section 2.06.

1. Minutes from the October 26th, 2016 meeting were approved as distributed.

2. Review financial information—there were no unexpected changes and everything is on pace and where anticipated to be. The September 2016 flood was recognized as a federal disaster so FEMA reimburse will be 75%.

3. Buy local discussion—the question asked of the committee was: do they want to extend the Buy Local policy to accommodate businesses outside of Linn county? The committee voiced concern of ensuring Linn county gets preference over those outside of the county. Casey referred to the Purchasing Procurement Manual’s FAQ for the Buy Local policy within the meeting packet provided to the committee.
   - Buy Local preference for goods and/or services by bid or quote when a local vendor’s bid or quote exceeds the acceptable low bid by no more than:
     - 10% for bids less than $25,000
     - 5% for bids equal to or greater than $25,000 but less than $200,000
     - 1% for bids equal to or greater than $200,000
   - Buy Local preference shall be given in the procurement of goods and/or services by Request for Proposal (RFP) by awarding additional points to the evaluation scores of proposals received from certified local businesses as follows:
     - 10% of all available points for proposals less than $25,000
     - 5% of all available points for proposals equal to or greater than $25,000 but less than $200,000
     - 1% of all available points for proposals equal to or greater than $200,000
   - Definitions for targeted small business verbiage in conjunction with Julie at the ISU Extension Outreach Service).
     - A targeted small business is owned, operated and actively managed by a female, minority person, a person with a disability or a service-connected disabled veteran.
Service Disabled Veteran—must have a service-connected disability that has been determined by the Department of Veterans Affairs or Department of Defense.

Women Owned—the company must be at least 51% owned/controlled by one or more women, and primarily managed by one or more women.

- Julie has offered to assist anyone to register on SAMS if needed. Purchasing checks System for Award Management (SAM) website to verify that a company is cleared for bidding.

The committee has agreed to keep the Buy Local policy as stated. Casey and Judy will work on the rewording of the targeted small businesses (minority, women and/or veterans) to present to the Council for resolution.

4. Future topics suggestions

Public Comment:  (2 minutes per person, total maximum of 10 minutes per meeting)

Outstanding items update:

None

Future Topics:

1. Regional services
2. Development financial incentive process
3. Entrepreneurial development economic development incentives and land use issues
4. Efficiency efforts

The meeting was adjourned at 4:31pm.

Respectfully submitted,
Megan Snitkey
Administrative Assistant II
Department of Finance

Any discussion, feedback or recommendation by Committee member(s) should not be construed or understood to be an action or decision by or for the Cedar Rapids City Council. Further, any recommendation(s) the Committee may make to the City Council is based on information possessed by the Committee at that point in time.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a City program, service, or activity, should contact Casey Drew at 319-286-5097 or email c.drew@cedar-rapids.org as soon as possible but no later than 48 hours before the event.