



## MEMORANDUM

**TO:** Mayor and Council

**FROM:** James Scarboro, Purchasing Officer *Jan*

**DATE:** October 10, 2017

**SUBJECT:** Communicating the proposed changes to City Code, Ch. 2-7-Article 6, Anti-Lobbying and Procurement

At the September 26, 2017 Work Session, Council Members asked questions regarding the communication methods staff were taking to ensure the City's current and prospective vendors were aware of the proposed changes to the City's Anti-Lobbying Ordinance (ALO). The purpose of this memo is to share staff's plan to communicate the proposed revision to Ch. 2-17, Article 6 – Anti-Lobbying and Procurement.

**Post on Vendor Connection** – A copy of the September 15, 2017, memo to Mayor and Council regarding the recommended changes to the ALO as well as all attached documents including the clean revised ALO, the mark-up version, the comparison matrix and the recommendations from the Waste Management Work Group, were all uploaded and are now available from the City's procurement website, Vendor Connection.

See: [https://www.austintexas.gov/financeonline/vendor\\_connection](https://www.austintexas.gov/financeonline/vendor_connection).

**Notification to all Vendors** – A notice was sent to all of the vendors registered in the City's vendor database, Vendor Connection. The notice alerts all current and prospective contractors of the proposed changes to the ALO and the location of the applicable documents on Vendor Connection.

**Send Targeted Notices** – Additional notices have been sent to specific departments asking them to re-broadcast these notices using their specialized communication networks, e.g., to the Small and Minority Resources Department to better reach the City's certified firms and the trade associations; to the Capital Contracting Office to better reach the design and construction firms; to Purchasing Office's Business Outreach to better reach local business associations including the various chamber(s); and to the facilitators of the recent Waste Management Work Group meetings to ensure that the participating boards and commissions as well as all attendees of these meetings are aware of the recommended changes.

**Publish ALO Feedback** – As feedback is received by the Purchasing Office, we will be adding it to a running list of comments and publish this list to Vendor Connection alongside the ALO documents referenced above. Purchasing will refresh this document every day or so depending on the amount and frequency of comments we receive.

**CM Meetings** – Offer individual meetings with the Mayor and Council Members and/or their staff to provide an overview of the proposed revisions to the ALO and to answer any questions they have regarding the proposed changes.

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**Participate in Committee Reviews** – Participate and respond to any questions from the Ethic Review Commission and any other boards or commissions that review the proposed ALO revisions. Purchasing will document and publish all feedback provided to and received from the ERC and any other board or commission on Vendor Connection alongside all of the other documentation listed above.

The Purchasing Office is available to facilitate any further or specific communications regarding the recommended changes to the Anti-Lobbying Ordinance desired by the Mayor or Council.

**cc: Elaine Hart, Interim City Manager**  
**Robert Goode, Assistant City Manager**  
**Greg Canally, Interim Chief Financial Officer**