

RESOLUTION 2018-035

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN PABLO ADOPTING A PURCHASING POLICY AND ESTABLISHING PROCEDURES TO PROCURE SERVICES AND SUPPLIES

WHEREAS, *General Fund Reserves Protection/Fund Balance (City Council, City Manager) and Increase Financial Transparency (Finance)* are adopted policy items under the adopted FY 2018-21 City Council Priority Workplan, effective November 1, 2017;

WHEREAS, this is not a project as defined by CEQA;

WHEREAS the City has been operating under draft purchasing guidelines, entitled "Purchasing Standard Operating Procedures," for the procurement of goods and services since August 2012;

WHEREAS, these guidelines incorporate the Purchasing Ordinance (SPMC Chapter 3.16) with clarifying purchasing policies and detailed procedures regarding how to implement the Ordinance into a single document;

WHEREAS, staff recently reviewed and updated the prior draft guidelines and for purposes of transparency and fiscal importance presented the updated document on February 27, 2018 to the Budget, Fiscal and Legislative Standing Committee for their review;

WHEREAS, the Committee approved the document and recommended forwarding the guidelines to City Council for consideration with requested changes:

- Add a definition for "on-call contract"
- Clarify business license and insurance coverage requirements for Community Services Instructors and Service Providers
- Reference local hire policies specifically for Community Services Instructors and Service Providers; and

WHEREAS, there is no direct fiscal impact for adopting these policies. However, following these policies should result in fair and competitive access to City business and should help the City to attain quality goods and services at best available prices.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of San Pablo that the City Council hereby approves the updated Purchasing Policy and Procedures (Exhibit A), which supersedes all prior policies, with the understanding that these purchasing guidelines are a "living" administrative document that may be updated by staff to promote efficiencies, reflect possible changes in City organization and job duties, and to ensure compliance with the Purchasing Ordinance and State law without further City Council approval. Any such updates proposed by the Purchasing Officer/Administrative Services Director will require approval by the City Attorney and City Manager. All updates must comply with the Council-approved Purchasing Ordinance in the San Pablo Municipal Code and State law.

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ADOPTED this 5th day of March, 2018, by the following vote:

AYES:	COUNCILMEMBERS:	Cruz, Kinney, Morris and Calloway
NOES:	COUNCILMEMBERS:	None
ABSENT:	COUNCILMEMBERS:	Valdez
ABSTAIN:	COUNCILMEMBERS:	None

ATTEST:	APPROVED:
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/s/ Elizabeth Pabon-Alvarado
Elizabeth Pabon-Alvarado, City Clerk

/s/ Genoveva Garcia Calloway
Genoveva Garcia Calloway, Mayor