



Legislation Details (With Text)

File #: #18-033 **Version:** 1 **Name:**

Type: RESOLUTIONS **Status:** Passed

File created: 1/9/2018 **In control:** City Council

On agenda: 3/5/2018 **Final action:** 3/6/2018

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

Sponsors:

Indexes:

Code sections:

Attachments: 1. RESO 2018-035 Adopt Purchasing Policy & Procedures, 2. Purchasing Policy Council Review Doc 022818.pdf

Date	Ver.	Action By	Action	Result
3/6/2018	1	City Council	adopted	Pass

PREPARED BY: J. KELLY SESSIONS

DATE OF MEETING: 03/05/18

SUBJECT:

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

CITY MANAGER RECOMMENDATION

Adopt Resolution

COMPLIANCE STATEMENTS

Council Priority Workplan Compliance Statement:

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.

CEQA Compliance Statement

This is not a project as defined by CEQA.

BACKGROUND

Since August 2012, the City has been operating under draft administrative purchasing guidelines, entitled "Purchasing Standard Operating Procedures," for the procurement of goods and services. This document incorporates the Purchasing Ordinance (SPMC Chapter 3.16) and clarifies purchasing policies with detailed procedures regarding how to implement the Ordinance.

As draft administrative guidelines, the 2012 document never received formal City Council review. However, staff recently reviewed and updated the draft document and for purposes of transparency and because of the importance of procedures pertaining to implementation of the Purchasing Ordinance, the updated guidelines were presented on February 27, 2018 to the Budget, Fiscal and

Legislative Standing Committee for their review. The Committee approved the changes and recommended forwarding the guidelines to City Council for consideration with the following 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

For reference, the attached purchasing guidelines, which have been updated with the above changes, contain two types of markings: **red** font showing minor procedural changes, and **yellow** highlights showing more significant policy or procedural changes.

It is anticipated 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 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.

FISCAL IMPACT

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.

Attachment: 2018 Purchasing Policy and Procedures