

**CITY OF CLOVERDALE
CITY COUNCIL
ORDINANCE NO. 699-2015**

**AN ORDINANCE OF THE CITY OF CLOVERDALE AMENDING CLOVERDALE
MUNICIPAL CODE CHAPTER 3.08, "PURCHASING," SECTIONS 3.08.050 AND
3.08.100, BROADENING THE DESCRIPTION OF SPECIALIZED CONSULTANTS,
AND INCREASING THE MINIMUM VALUE OF EXPENDITURES REQUIRING A
PURCHASE ORDER**

**THE CITY COUNCIL OF THE CITY OF CLOVERDALE DOES ORDAIN AS
FOLLOWS:**

SECTION 1. Amendment to Section 3.08.050.

The Cloverdale Municipal Code, Chapter 3.08, "Purchasing," Section 3.08.050 is amended as follows:

3.08.050 Exceptions to competitive bidding requirements.

Section 3.08.030, requiring competitive bidding, shall not apply to the following:

- A. Contracts involving the acquisition of professional or specialized services, such as, but not limited to, services rendered by architects, attorneys, engineers, environmental engineers, environmental planners, surveyors, construction managers, economists, rate/housing study providers, bond counsel, bond underwriter, fiscal advisers, appraisers, attorneys, auditors, artists, collection services, software service providers, business entrepreneur trainers, and web design & development and other specialized consultants;

SECTION 2. Amendment to Section 3.08.100.

The Cloverdale Municipal Code, Chapter 3.08, "Purchasing," Section 3.08.050 is amended as follows:

3.08.100 Purchase orders.

Purchases of supplies or equipment less than \$1,000.00 do not require a purchase order. Purchases of supplies or equipment equal to or greater than \$1,000.00 shall be documented by a purchase order prepared by the purchasing agent. The original copy shall be directed to the vendor and one copy shall be retained for the purchase order file. The final copy shall be directed to the department for whose benefit the purchase is being made to be used as a receiving report.

SECTION 3. Severability.

If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this ordinance. The City Council hereby declares that it would have passed this ordinance and every section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared unconstitutional or invalid.

SECTION 4. Effective Date.

This Ordinance shall be and the same is hereby declared to be in full force and effect from and after thirty (30) days after the date of its passage and shall be published once before the expiration of fifteen (15) days after said passage, with the names of the Council Members voting for or against the same, in a newspaper of general circulation published in the County of Sonoma, State of California.

I hereby certify that the foregoing is a true and complete copy of an ordinance duly and regularly adopted by the City at a regular meeting thereof held on March 25th, 2015, by the following vote:

PASSED, APPROVED AND ADOPTED this 25th day of March 2015 by the following roll call vote:

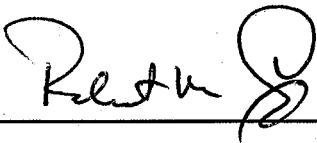
AYES: 5 – Councilmember Palla, Vice Mayor Brigham, Councilmember Russell, Councilmember Wolter, and Mayor Cox

NOES: 0

ABSTAIN: 0

ABSENT: 0

APPROVED:



Robert M. Cox, Mayor

ATTEST:



Karen Massey, Deputy City Clerk



City Council/Successor Agency
Agenda Item Summary

Agenda Item: 1
Meeting Date: March 25, 2015

Agenda Section Consent	Staff Contact Joanne Cavallari, Finance Manager
----------------------------------	---

Agenda Item and Title

Second reading and adoption of Ordinance No. 699-2015 amending Cloverdale Municipal Code, Title 3, Chapter 3.08, "Purchasing," Sections 3.08.050, and 3.08.100, broadening the description of specialized consultants, and increasing the minimum value of expenditures requiring a purchase order to \$1,000.

Summary

City Staff has reviewed the present purchasing policies and procedures and compared them with neighboring jurisdictions, and is recommending the changes described below in order to provide the flexibility needed to move projects and work forward in a more streamlined approach. A public hearing was duly noticed and held on March 11, 2015 to review the proposed changes.

Discussion

Section 3.08.050 lists exceptions to the competitive bidding requirements. The proposed amendment broadens the description of specialized consultants as described in subsection "A".

Section 3.08.100 requires all that all purchases, regardless of amount, be documented by a purchase order. Each purchase order must be prepared by staff and entered into the accounting system prior to the payment of an invoice. Further, the City Manager, Finance Manager, and Department Head must review and sign each purchase order prior to data entry by the Accounts Payable staff. Eliminating the requirement for purchase orders for items under \$1,000 will lessen the amount of paperwork and staff time spent on processing payment for small routine items that are within the adopted budget. This will also give Department Heads greater control and responsibility for managing their budgets.

The proposed amendments to the City's Municipal Code attached in the draft Ordinance. The amendments to the Municipal Code will not change the City Manager's spending limit before an item has to go to Council for approval. The attached amendments also only apply to services and goods that do not require public bidding under State law.

Options

- 1) By motion, waive the full reading of the Ordinance, conduct a second reading by title only, and adopt Ordinance No. 699-2015 amending the Cloverdale Municipal Code, Title 3, Chapter 3.08, or
- 2) Provide other direction to staff.

Budget/Financial Impact

Staff expects that the proposed changes to Title 3 of the Municipal Code will result in financial savings by streamlining the process thereby reducing staff time required to process invoices for small routine expenditures, and to acquire goods and services for the City.

Subcommittee Recommendation

The recommended changes to the Municipal Code, Title 3, were reviewed and approved by the Administration, Finance, and Police Subcommittee at their meeting of February 26, 2015.

Recommended Council Action

By Motion, waive the full reading of the Ordinance, conduct a second reading by title only, and adopt Ordinance No. 699-2015, amending the Cloverdale Municipal Code, Title 3, Chapter 3.08 "Purchasing".

Attachment:

1. Ordinance No. 699-2015 amending Title 3, Chapter 3.08 of the Cloverdale Municipal Code