



STAFF REPORT TO THE CITY COUNCIL

DATE: Regular Meeting of September 10, 2019

TO: Members of the City Council

SUBMITTED BY: David Biggs, City Manager
Edwin Gato, Director of Finance

SUBJECT: Informational Report on Updated Purchasing Guidelines

RECOMMENDED ACTION:

Receive Report.

FISCAL IMPACT OF RECOMMENDATION:

None.

DISCUSSION:

From time to time, it is necessary to update the City's administrative policies and procedures and create new ones to ensure the control and supervision of the affairs of the City. Updated Purchasing Guidelines have been prepared in cooperation with the City Attorney's Office and reflect the current thresholds as approved by the City Council.

In addition, the Purchasing Guidelines reflect best practices and are designed to ensure compliance with federal, state, and applicable laws and regulations. The federal Office of Management and Budget (OMB) provides guidance regarding the procurement procedures for local agencies that are awarded federal funds. In December 2014, OMB issued the "Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards", commonly referred to as "Uniform Guidance" (2CFR § 200), to streamline and consolidate government requirements for receiving and using federal grant awards. The "Uniform Guidance" aims to reduce the administrative burden on award recipients, as well as guard against the risk of waste and misuse of federal funds.

ATTACHMENTS:

1. Purchasing Guidelines

Financial Impact

Description: N/A

Funding Source:

Budget Recap:

| | | | |
|------------------------|--|----------------|----|
| Total Estimated cost: | \$ | New Revenue: | \$ |
| Amount Budgeted: | \$ | Lost Revenue: | \$ |
| New funding required: | \$ | New Personnel: | \$ |
| Council Policy Change: | Yes <input type="checkbox"/> No <input type="checkbox"/> | | |