



Camarillo City Council

AGENDA REPORT

Date: August 24, 2022

To: Honorable Mayor and City Councilmembers

From: Greg Ramirez, City Manager

Submitted by: Carmen Nichols, Assistant City Manager

Subject: Amendment to City Council Policy 4.01 – Procurement

BACKGROUND

Staff recommends an amendment to City Council Policy 4.01 – Procurement to modify the bid authorization section in order to transfer approval of bid solicitations from the City Council to the Purchasing Division of the Finance Department.

The Policy Committee reviewed this item at the July 28, 2022, Committee meeting, and approved the recommendation to amend City Council Policy 4.01 – Procurement and requested it be presented to the City Council for a final determination and adoption.

DISCUSSION

As the City strives to provide exceptional municipal services to Camarillo residents, staff is encouraged to continuously find ways to improve and streamline policies and procedures to deliver these services more expeditiously. One of the methods used to enrich the community is contracting with consultants who can complement staff's responsibilities to have a wider and immediate impact on the public.

To successfully maintain the level of services the community has grown accustomed to and allow for a fast completion of projects, staff is seeking to shorten the timeline to contract services by transferring the authorization and approval to solicit bid proposals from the City Council to the Purchasing Division under the Finance Department. The existing process of requesting authorization requires staff to prepare and present an agenda report to the City Council at a regularly scheduled meeting. This step delays the process for several weeks as staff must wait for an upcoming meeting to request authorization and on occasion, is further delayed by over a month during the months of the year when only one meeting is held. Additionally, the current process does not provide flexibility if changes are necessary to the scope of services, more specifically where substantial modifications to a bid solicitation that has already been approved by City Council may require re-introducing the item for a subsequent review and authorization.

Staff is proposing to substitute the existing process with internal controls consisting of the Purchasing Division reviewing solicitations before they are released to the public. Under the existing Policy 4.01 – Procurement, the Purchasing Division is already tasked with reviewing a department's written documentation supporting the award of contract or purchase order, including documentation received through the bidding process. Therefore, staff's proposal merely expands Purchasing's responsibilities by generating an additional internal step prior to posting solicitations, requiring the Purchasing Division to review and approve the bid, rather than the City Council. This will allow for an expedited approval process and provide greater flexibility, as it permits department staff to review and make any necessary modification as needed and eliminates the delays caused by repetitiously presenting the item to the City Council.

All contracts that meet the financial threshold to be reviewed and approved by City Council will continue to be taken at a regularly scheduled meeting, therefore, Councilmembers will still have the opportunity to review all applicable contracts and authorize City Manager to enter into agreements. However, transferring the approval process for publication of solicitations for bids will streamline operations and allow staff to seek services faster than the existing process, while maintaining the final approval of contracts (when applicable) with City Council.

Pursuant to the City of Camarillo Municipal Code, Title 2, Chapter 2.35, the City Council has elected to become subject to the Uniform Public Construction Cost Accounting Act (UPCCAA) as established by the California Uniform Construction Cost Accounting Commission for Public Projects. Therefore, when applicable, procurement bidding procedures and all dollar amounts for Public Project contracts will be governed by the regulations contained in the UPCCAA under the California Public Contract Code, and not by City Council Policy 4.01 – Procurement.

FISCAL IMPACT

There is no budget impact as a result of this action.

RECOMMENDATION

Adopt the proposed changes amending City Council Policy 4.01 – Procurement, as recommended by staff.

ATTACHMENTS

1. Proposed Amendments to City Council Policy 4.01 – Procurement

REFERENCE MATERIALS – AVAILABLE FOR REVIEW AT CITY HALL

None