

**CITY COUNCIL AGENDA ITEM NO. F.4
06/25/2024**

SUBJECT: Authorizing the Execution of Agreements and Necessary Documents, for Ongoing and/or Recurring Purchases with Specified Vendors for FY 2024/25

DEPARTMENT: Finance & Information Systems

STAFF: Kerry Breen, Director of Finance and Information Systems
Michelle Morey, Financial Services Manager

TITLE/RECOMMENDATION

Adopt a joint Resolution approving and authorizing the City Manager or City Attorney and Executive Director or General Counsel, or designees, as appropriate, to execute certain Agreements, Amendments, Purchase Orders and/or Change Orders that have anticipated spending over \$50,000 (City Manager and Executive Director) and \$75,000 (City Attorney and General Counsel, limited to legal services and personnel investigative services), for FY 2024/25, after approval as to form by the City Attorney or General Counsel.

FISCAL IMPACT

This action does not amend the budget. Amounts listed within Exhibit "A" can only be expended if they are included within the adopted FY 2024/25 – 2028/29 Capital Improvement Program Budget or the FY 2024/25 – 2025/26 Operating Budget which is being presented for consideration of adoption as a separate item later on tonight's agenda.

BACKGROUND

During the annual budget adoption process, City staff include budgeted amounts for purchases of ongoing and/or recurring purchases of goods and services. Council/Administrative Policy No. 10-7, Purchasing Policy Section 12.2, streamlines the approval process by allowing staff to request approval for multiple vendors in a single staff report. This request for approval is only made twice per year, in January and June, for ongoing and/or recurring purchases, as well as services from outside attorneys and law firms. This aggregated report reduces the number of staff reports that otherwise would be required to be approved by the City Council/Successor



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Agency Board for each individual vendor. Staff have provided a detailed listing of vendors providing ongoing and/or recurring goods or services and the estimated not-to-exceed amounts per vendor for FY 2024/25 in Exhibit "A" for City Council consideration of approval. Where applicable, staff included Tabulation of Bid sheets identifying solicited quotes.

Some of the vendors are utilized Citywide for various needs, such as office supplies and hardware, building and electrical supplies, while others are utilized by a few departments or a single department. The vendors have been included in Exhibit "A" in order for the City Council/Successor Agency Board to consider approval of the estimated dollar amount to be spent in FY 2024/25. As the items within Exhibit "A" include "not-to-exceed" amounts based on staff's projections for the year, funds might not be expended in their entirety.

Agreements, amendments, change orders and/or purchase orders are not attached to this report. Prior to the City Manager/Executive Director or City Attorney/General Counsel executing the agreements, amendments and necessary documents, review and approval as to form by the City Attorney or General Counsel is required.

CITY COUNCIL STRATEGIC INITIATIVE

Not Applicable.

PREVIOUS ACTION

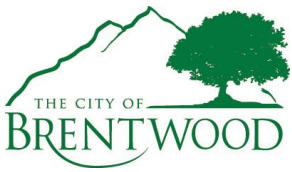
Previous Action by the City Council is included on Attachment 1.

DATE OF NOTICE

Not Applicable.

ENVIRONMENTAL DETERMINATION

As the proposed action will not cause either a direct physical change in the environment, or a reasonable foreseeable indirect physical change in the environment, it is not a "project" subject to review under the California Environmental Quality Act (CEQA) and thus no environmental review is necessary.



ALTERNATIVE OPTION(S)

1. Adopt the joint resolution as presented to the Council.
2. Adopt the joint resolution with changes as recommended by the Council.
3. Do not adopt the joint resolution and request each contract be presented separately for Council consideration at a future meeting.

ATTACHMENT(S)

1. Previous Actions
2. Resolution
3. Exhibit "A"
4. Tabulation of Bids