



CITY OF POMONA

COUNCIL REPORT

November 16, 2020

To: Honorable Mayor and Members of the City Council

From: James Makshanoff, City Manager

Submitted By: Andrew Mowbray, Finance Manager/City Treasurer

SUBJECT: RECEIVE AND FILE THE PURCHASING POLICIES AND PROCEDURES MANUAL

RECOMMENDATION:

It is recommended that the City Council receive and file the updated Purchasing Manual.

EXECUTIVE SUMMARY: On January 6, 2020, the City Council adopted an Ordinance No. 4276 that amended Chapter 2, Article VII of the Pomona City Code. With the adoption of Ordinance No. 4276, the Finance Department has updated the Purchasing Manual to reflect the changes approved by Council. The updated manual is now being presented to the Council for their review and to file with the City Clerk.

FISCAL IMPACT: There is no fiscal impact associated with this item.

PREVIOUS RELATED ACTION: On January 6, 2020, the City Council adopted an Ordinance amending Chapter 2, Article VII of the Pomona City Code pertaining to the requirements and procedures for procuring supplies, services, equipment and capital improvement contracts and sale of surplus property.

DISCUSSION: Upon approval of Ordinance No. 4276, the Purchasing Division began to update the Purchasing Manual to reflect the changes made to the Ordinance. Departments will use the Manual as a detailed guide on the procurement code and it further explains procedures related to procurement. At the time of the Ordinance approval it was anticipated the manual would be adopted annually by the City Council as a living document, current with new and reformed regulation and best practices. Due to COVID-19 situation as well as a turnover in the Finance Department Purchasing Manager position, the completion of the purchasing manual document was delayed.

The Manual is designed to expand and provide clarification to the Ordinance. Based on the update to the Ordinance, the Manual was updated to reflect changes to the procurement process, exceptions, requirements and signature authority. The Purchasing Manual was updated to provide further clarification on the purchasing thresholds, single and sole source thresholds, provide further

clarification to Public Works projects change orders and amendments and address the use of the Master Consultant List. This document will be a living document and will be updated as trends change and as further staff clarification is needed. This update was part of a collaborate efforts with significant input by all City Operating Departments.

The Finance Department recommends that this internal manual be brought forward when the Purchasing Code changes or significant changes are made to this living document.

Prepared by:

Ed Segura
Purchasing Manager

ATTACHMENT(S):
Attachment 1 – Purchasing Manual