



SMALL TOWN, BIG BEACH™

DATE: March 30, 2016

ISSUE: Purchasing Manuals

RECOMMENDATION: Adopt the following:

- Purchasing Manual, latest revised version dated 3/30/2016
- Procurement Card Manual, latest revised version dated 3/15/2016
- Fixed Assets Manual, created 4/22/2014

PREVIOUS COUNCIL ACTION: Resolution 4649-09 adopted the Purchasing Manual in April 2009. The Procurement Card Manual was previously adopted through Administrative Policy #29 and amended through Resolution 4030-12. The Fixed Assets Manual is a new document requested by the auditors.

BACKGROUND: A number of changes and clarifications are addressed in these manuals, including the City's implementation of electronic purchase orders, the consolidation of travel credit cards into the current procurement card program, and the procedures for tracking fixed assets per audit requirements. Extensive efforts have been made to make the purchasing process more clear and efficient. A lean training exercise was held in 2013 to improve the purchase order process. A Purchasing Policies Review Committee with representatives from every City Department helped to revise all three documents in 2014. All Department Heads and the Finance Committee have reviewed the latest versions of the manuals.

BUDGET IMPLICATIONS: None. Adoption of these manuals is to formalize current policies and procedures.

RELATED ISSUES: None

ATTACHMENTS:

- Purchasing Manual
- Procurement Card Manual
- Fixed Assets Manual
- Drafted Resolution

DEPARTMENT: Purchasing Division, Finance & Administrative Services

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