

# City of Santa Rosa



AMENDMENT TO SANTA ROSA CITY CODE CHAPTERS  
3-08 - PURCHASING POLICY  
3-44 - PUBLIC WORKS CONTRACT POLICY

## Agenda

- Background
- City Code Recommended Changes
- Next Steps
- Recommendation

## Background

### Chapter 3-08 Purchasing Policy

- Establishes policy for the purchase of goods and non-professional services
- Last updated in 2000

### Chapter 3-44 Public Works Contract Policy

- Establishes policy for the **letting** of public works contracts
- Last updated in 2003

## Background

### Purchasing Task Force

- Goal: streamline purchasing process
- City Charter, City Code, and Purchasing procedures were reviewed

## City Code Recommended Changes

Make “Public Work” definition consistent with California Public Contract Code.

“Public Work” means the erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement of any kind, including demolitions, and the construction and installation of drainage systems, lighting and signaling systems, sewer and water systems, and park and recreational facilities.

## City Code Recommended Changes

### Thresholds for competition

- Goods and Services: \$5,000 to \$10,000
- Public Works Contracts: \$10,000
  - ❖ Delegate solicitation of quotes
  - ❖ 3 quotes, if possible
  - ❖ Documentation – manager’s approval
  - ❖ Expedite process

## City Code Recommended Changes

Update language

- More current
- Concise
- Clear

## Next Steps

- Promulgate procedures
- Provide training



## Recommendation

It is recommended by the Finance Department that the Council introduce an Ordinance amending certain sections of City Code Chapters 3-08, Purchasing Policy, and 3-44, Public Works Contract Policy, to incorporate changes recommended by the Purchasing Task Force, and to make the Chapters more current, concise and clear.