

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: SUE GALLAGHER, CITY ATTORNEY
CITY ATTORNEY'S OFFICE
BRANDALYN TRAMEL, PROCUREMENT AGENT
FINANCE DEPARTMENT
SUBJECT: ADOPTING COUNCIL POLICY 000-69 - STANDARDS OF
CONDUCT - CITY PROCUREMENTS

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the City Attorney's Office and Finance Department that the Council, by resolution, adopt Council Policy 000-69 - Standards of Conduct - City Procurements.

EXECUTIVE SUMMARY

The purpose of this policy is to set forth City of Santa Rosa's standards of conduct with respect to City procurements. This policy governs all City employees, officers, and agents who engage in the solicitation, selection, award or administration of City contracts.

BACKGROUND

It was determined during the July 2018 Triennial Review performed by the Federal Transit Administration Office of Transit Safety and Oversight that the City lacked a sufficient policy concerning procurement standards of conduct. City has had language around this topic, which was presented within the audit to the auditor, specifically Standard of Conduct Purchasing Procedures Manual Procedure I-11 (Rev. June 30, 2000) and the City Charter (Sec. 42); however, it was found to be insufficient. It was noted by the auditor that the current language did not contain any disciplinary actions for employees violating the code and was not a specifically adopted policy. In order to meet the Federal Transit as well as FEMA Public Assistance Grants 2 C.F.R. § 200.318(c) standard requirements a policy was drafted.

PRIOR CITY COUNCIL REVIEW

Not Applicable.

ANALYSIS

Policy language has been reviewed by the Federal Transit Administration Office of Transit Safety and Oversight, Director of Transportation and Public Works, Deputy Director Transit and previous Interim HR Director, and a review and legal guidance from the Office of City Attorney has been applied.

FISCAL IMPACT

Not Applicable.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not Applicable.

NOTIFICATION

Not Applicable.

ATTACHMENTS

- Resolution/Exhibit A (Proposed Council Policy 000-69)

CONTACT

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