DATE: APRIL 7, 2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: SCOTT CATLETT, FINANCE DIRECTOR / CITY TREASURER

SUBJECT: ORDINANCE NO. 2020-1078 – REVISION TO CHAPTER 3.04 OF THE MUNICIPAL CODE GOVERNING PROCUREMENT

RECOMMENDATIONS

It is recommended that the City Council approve for first reading Ordinance No. 2020-1078 (Attachment 1) approving changes to Chapter 3.04 of the Yorba Linda Municipal Code governing procurement.

BACKGROUND

Chapter 3.04 of the Yorba Linda Municipal Code is the framework upon which the City’s purchasing rules and regulations are built. Administrative Policy No. 60 provides additional, more detailed requirements for City Departments to follow when making purchases, bidding public works projects, and entering into agreements for professional or general services. On January 15, 2019, the City Council most recently approved updates to Chapter 3.04.

DISCUSSION / ANALYSIS

One change is recommended at this time to Chapter 3.04 of the Municipal Code. Several years ago, the City Council approved changes to Chapter 3.04 that were designed to conform to the uniform guidance issued by the Federal government regarding procurement. Among these changes were the addition of Section 3.04.150 prohibiting conflicts of interest relative to the City’s procurement practices. As part of a routine review of a recent grant given to the City by the Governor’s Office of Emergency Services (Cal OES), modifications were requested to the language in Section 3.04.150 to specifically identify the investigation procedure and penalties associated with violations of this section. Accordingly, the language in Section 3.04.150 has been modified to refer to the investigative procedures outlined in Chapter 2.44 and the penalties outlined in Chapter 1.12.
FISCAL IMPACT

There is no fiscal impact associated with this report.

ATTACHMENTS

1. Ordinance No. 2020-1078 Revising Chapter 3.04 of the Municipal Code

Approved By:

Mark A. Pulone
City Manager