



Legislation Details (With Text)

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Title: Adoption of Ordinance updating Town's Purchasing Policy
Sponsors: Town Council
Indexes:
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Attachments: 1. Staff Report, 2. Purchasing Policy Ordinance

Date	Ver.	Action By	Action	Result
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FROM:

Jeff Zuba, Finance & Administrative Services Director

SUBJECT:

Adoption of Ordinance updating Town's Purchasing Policy

RECOMMENDATION

Adopt by title only and waive further reading of, "An Ordinance of the Town Council of the Town of San Anselmo repealing and replacing Title 2 "Administration" Chapter 5 "Purchasing" of the San Anselmo Municipal Code and amending Chapter 2 "Town Manager" for consistency with purchasing policy.

BACKGROUND

At its meeting of April 26, 2022, the Town Council held a public hearing and introduced by title only and waived further reading of the attached ordinance. The staff report and materials for the April 26 meeting can be accessed on the Town's website at <https://sananselmo-ca.legistar.com/Calendar.aspx>.

DISCUSSION

Following the April 26th Council meeting, Mayor Fineman discovered and provided staff with two resolutions that had been passed by previous Town Councils related to procurement of Town equipment and supplies.

The first is [Resolution 3306](https://www.townofsananselmo.org/DocumentCenter/View/8225/Reso-3306?bidId=>) [<https://www.townofsananselmo.org/DocumentCenter/View/8225/Reso-3306?bidId=>](https://www.townofsananselmo.org/DocumentCenter/View/8225/Reso-3306?bidId=>), approved in 1990 setting Town standards regarding procurement and disposal policies for recycled, reusable, and recyclable products. This resolution has a higher allowable price differential for procuring recycled, reusable and recyclable products (10%) than is called for in the updated purchasing policy.

The second, [Resolution 3599](https://www.townofsananselmo.org/DocumentCenter/View/8731/Reso-3599?) [<https://www.townofsananselmo.org/DocumentCenter/View/8731/Reso-3599?](https://www.townofsananselmo.org/DocumentCenter/View/8731/Reso-3599?)

[bidId=>](#), approved in 2002, sets the Town's preference vehicle procurement to the lowest emission vehicles available, practical and reasonably cost competitive for a given application or where funding is available to assure that such vehicles are reasonably cost competitive.

CONCLUSION

The Amendment will update the Town's purchasing practices consistent with best practices, including the increased threshold for Town Manager purchasing authority. The Amendment provisions such a green purchasing policy, which allows for the application of future environmental policies that may be developed, including any future detailed Town electric vehicle purchasing policy. Additionally, the Amendment encourages local sourcing which could provide Town dollars to local businesses.

Attachment 1 - Purchasing Policy Ordinance