

City of La Quinta

CITY COUNCIL MEETING: SEPTEMBER 15, 2015

STAFF REPORT

AGENDA TITLE: ADOPT FOUR RESOLUTIONS SETTING POLICIES AND PROCEDURES FOR PURCHASING AND CONTRACTING, DISPOSING OF SURPLUS GOODS, PROCESSING CLAIMS AGAINST THE CITY, AND APPLYING FOR AND ACCEPTING GRANTS

RECOMMENDATION

1. Adopt Resolution No. 2015-___ setting forth policies and procedures regulating purchasing and contracting.
2. Adopt Resolution No. 2015-___ setting forth policies and procedures regulating the disposition of surplus goods.
3. Adopt Resolution No. 2015-___ authorizing the City Manager to perform claim processing functions subject to certain limitations.
4. Adopt Resolution No. 2015-___ authorizing the City Manager to apply for, and accept grants valued at \$50,000 or less, including matching grants, and to adjust the city budget accordingly.

EXECUTIVE SUMMARY

- These amendments are another step towards streamlining the Municipal Code (“Code”), and provide greater flexibility by removing fees and procedures from the Code and establishing them via resolution.
- Ordinance 529 amends Title 3 of the Code and establishes various fees and financial limits via resolution. Much of the detail contained in these resolutions replaces sections of the Code.
- The resolutions dealing with purchases/contracts, claims and grants set the City Manager’s expenditure and grant acceptance authorization limit at \$50,000 or less, provided that the expenditures are included in the adopted operating budget. The surplus resolution sets the City Manager’s disposal authorization limit at \$500 per item.

FISCAL IMPACT

Currently, all expenditures over \$25,000 to \$30,000 require City Council approval. Further, all claims against the City require City Council action. Finally, the Code currently requires the City Council to approve the surplus of any City property, regardless of value. These resolutions amend these practices and authorize staff to approve contracts values at \$50,000 or less, claims valued at \$50,000 or less, and the disposal of surplus property valued at \$500.00 or less. Changing the current practice will reduce costs associated with report preparation, copying, reviewing and voting on purchases, contracts, claims, grants,

and surplus items under the authorized thresholds. Vendors, contractors, claimants, and grantors will enjoy expedited processing if their items fall under the authorized thresholds.

BACKGROUND/ANALYSIS

Purchasing and Contracting Resolution

Currently, ordinances adopted in 1982, 1997 and 1998, and resolutions adopted in 2005 guide City purchases and contracting. Various provisions of these ordinances and resolutions conflict with one another. The Code amendment updates the 1982, 1997 and 1998 ordinances, and the attached Purchasing and Contracting Resolution updates the 2005 resolutions. The procurement procedures are essentially the same as that set by the 2005 resolutions, but the proposed expenditure categories differ from the 2005 thresholds. Staff is proposing to increase some of the expenditure limits to facilitate more efficient goods and services procurement. All eligible expenditures must be first included in the City Council approved operating budget.

CURRENT Dollar Amount	PROPOSED Dollar Amount	CURRENT Approval Authority	PROPOSED Approval Authority	CURRENT Procurement Method	PROPOSED Procurement Method
\$100 or less	no change	Director	Manager/Director	no bid; no PO	same
\$101-\$5,000	no change	Director	Manager/Director	informal bids	same
\$5,001-\$15,000	\$5,001-\$30,000	City Manager	Director	informal bids/contract	PO/informal bids/contract
\$15,001-\$50,000	\$30,001-\$50,000	City Council	City Manager	informal bids/contract	PO/informal bids/contract
over \$50,000	over \$50,000	City Council	City Council	formal bids/contract	same

Note: PO references a purchase order which encumbers the funds.

An informal survey of 27 cities shows that city manager expenditure authority ranges from \$10,000 to \$250,000 (Attachment 1). Within the Coachella Valley, the authorization range for non-public works projects is \$10,000 to \$75,000, and for public works projects, from \$15,000 to \$175,000. State law does not set a limit on delegated expenditure authority. A uniform city manager expenditure threshold for all circumstances (purchasing, contracting, claims, and grants) is preferable for clarity, consistency and implementation. The \$50,000 amount was derived from the maximum claim amount state law allows a council to delegate to a city manager, and fits within the threshold norms for California cities. An analysis of the effect of the new thresholds using 2015 transactions shows that nine contracts and purchase orders could have been authorized by the City Manager rather than the City Council (Attachment 2).

A new section setting forth procedures for City credit card use has been added to the purchasing and contracting policy. It outlines the practice historically followed but never included in a written policy.

The local preference provision in the public works contracting Resolution No. 2005-095 has not been included in this new resolution. In order to include a local preference provision, case law requires that the Council make a legitimate finding that local firms are disadvantaged because doing business within City limits is more expensive than doing business outside the City. Staff reviewed past practices and consulted with the City Attorney, and elected to not include this provision because it was rarely used and per case law, City Council findings are required for each contract that is awarded due to local preference. These actions would be taken on a case-by-case basis, when a local

preference contract award is made. Eliminating this provision DOES NOT mean that the City will not seek local sources for goods and services, provided that quality and pricing are not compromised.

The resolution's effective date is set as November 5, 2015 so that it becomes effective the same day the Municipal Code Title 3 revisions take effect in order to avoid a time period of overlapping, contradicting policies.

Surplus Goods Resolution

Municipal Code chapter 3.12 briefly addressed surplus property disposal; this Code section has been amended to now reference this resolution. The resolution contains more thorough definitions, policies and procedures that are designed to ensure fair and equitable disposal, and compliance with case law. Whereas the Municipal Code permitted the Purchasing Agent and City Manager to dispose of surplus after receiving bids, it became custom to bring all surplus lists to Council for approval before disposing. The practice occurred annually and as a result, more space at City facilities was being devoted to storing broken and/or obsolete equipment. This resolution establishes an intermediate position as follows:

- The City Manager may authorize the disposal of surplus property valued at \$500 or less per item, and
- S/he may dispose of surplus in any manner, including trade-in, return to manufacturer for credit, public auction, sealed bids, scrapping, donating, or trashing provided s/he finds that it is "for the common benefit" of the City as required by State law.

Surplus items valued over \$500 will be presented to Council to determine how to dispose of it for the common benefit of the City.

As with the purchasing resolution, this resolution's effective date is set as November 5, 2015 so that it becomes effective the same day the Municipal Code Title 3 revisions take effect in order to avoid a time period of overlapping, contradicting policies.

Claims Against the City Resolution

This resolution originates from State law that allows city councils to delegate claim handling to an employee subject to certain limitations. The law provides that an employee may be authorized to reject all claims, and up to a \$50,000 limit per claim, may pay a claim in full or in part, or may negotiate a settlement. The resolution provides that the City Manager will act on claims after consultation with the City's third party administrator.

Over the past three fiscal years, 73 claims have been submitted, all of which have gone to Council for action. Of those 73 claims, 72 were denied and one was paid (\$7,500). If this resolution were in place, all 73 claims would have been handled by the City Manager.

This is the first City resolution regarding claims, and since it does not contradict any provision in the current Code (or revised Code), it can take effect immediately upon adoption. The resolution does not delineate the steps to process a claim because all claims are processed in accordance with State law.

Grants Resolution

Streamlining was applied to grants sought by the City in this resolution, and the uniform City Manager authorization limit of \$50,000 was utilized. Currently, grants of any amount or value that staff finds beneficial to the City, first go to Council for approval to submit an application, then if the application is successful, staff returns to Council for approval to accept the grant. This resolution authorizes the City Manager to (a) apply for and to accept grants for funds or goods valued at \$50,000 or less, and (b) apply for matching grants requiring a City match valued at \$50,000 or less. The resolution directs the City Manager to (a) only apply for grants that s/he finds are in the best interests of the City; (b) apply/accept only grants that result in no increase to overall budget appropriations; (c) adjust the budget to reflect grant income, and record matching fund expenditures; and (d) adjust inventory records to add the receipt of granted goods.

During 2015-to-date, six grant applications have been submitted to various agencies with requests ranging from \$1,800 to \$20,000. This represents an average number and dollar amount of grant requests over the years. If adopted, this resolution would transfer authorization for the majority of grant requests and acceptances to the City Manager.

There are no former City ordinances or resolutions addressing grants, therefore this resolution may take effect immediately. In cases where the grantor requires the governing body's pre-approval of the application or where Council pre-approval is politically prudent, staff will continue to seek Council approval even if the amount is under the \$50,000 threshold.

ALTERNATIVES

The City Council may make changes to any resolution or chose not to adopt any one or more resolution but in doing so must consider the effect, if any, on Title 3 of the Code. These resolutions implement the revised Title 3 of the Code; thus, if they are not adopted or significantly modified, staff recommends that the revised Title 3 by review to insure conformity.

Report prepared by: Susan Maysels, City Clerk
Rita Conrad, Finance Director
Report approved by: Frank J. Spevacek, City Manager

Attachments: 1. Survey of City Manager Expenditure Limits – 27 Cities
2. Analysis of Resolution on 2015 Purchases/Contracts

RESOLUTION NO. 2015 -

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA QUINTA, CALIFORNIA, ADOPTING A PURCHASING AND CONTRACTING POLICY

WHEREAS, purchasing and contracting policies provide a guideline to city employees for purchasing and contracting for goods, services and projects to support, enhance and supplement city operations, and

WHEREAS, purchasing and contracting policies provide transparency and consistency, and

WHEREAS, purchasing and contracting policies enable the Finance department to maintain a system of financial controls for the efficient use and expenditure of public funds.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of La Quinta, California, as follows:

SECTION 1. The purchasing and contracting policy attached hereto as Exhibit A and incorporated herein by reference shall govern the purchase of city supplies, goods, equipment, services and construction projects.

SECTION 2. This policy, as applicable, shall constitute the procedures and rules governing the solicitation of bids and award of contracts for public works projects pursuant to Chapter 3.12, and shall constitute the procedures and rules governing the solicitation and selection of firms for services pursuant to Chapter 3.12, of the La Quinta Municipal Code.

SECTION 3. Resolution Nos. 2005-095 and 2006-096 are hereby repealed. This Resolution supersedes and replaces Resolution Nos. 2005-095 and 2005-096.

SECTION 4. Severability. If any provision of this Resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this Resolution which can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are severable. The City Council hereby declares that it would have adopted this Resolution irrespective of the invalidity of any particular portion thereof.

SECTION 5. This Resolution shall become effective on the same day Ordinance No. ____ becomes effective.

PASSED, APPROVED, and ADOPTED at a regular meeting of the La Quinta City Council held on this _____ day of September 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

LINDA EVANS, Mayor
City of La Quinta, California

ATTEST:

SUSAN MAYSELS, City Clerk
City of La Quinta, California

(CITY SEAL)

APPROVED AS TO FORM:

WILLIAM H. IHRKE, City Attorney
City of La Quinta, California

CITY OF LA QUINTA, CALIFORNIA
PURCHASING AND CONTRACTING POLICY

I. GENERAL RULES; EXCEPTIONS.

This Purchasing and Contracting Policy (Policy) shall apply for the solicitation and selection of all purchases and contracts within the City of La Quinta (City). Any exceptions to this Policy must be approved by the City Council. The City Council may, by majority vote and in accordance with its fiduciary responsibilities, approve expenditures of any amount, for any length of term, not otherwise inconsistent with any applicable law.

II. EXPENDITURE CATEGORIES

Purchases, which include those made by purchase order (PO), written agreement, or change order that require city expenditures, are classified into five categories based on the anticipated expenditure amount. Each category establishes an authorization level, procurement method, and maximum term, which shall apply unless specifically exempted in accordance with this Policy.

- | | |
|---|----------------|
| A. Expenditures of \$100 or less | (petty cash) |
| B. Expenditures of \$101 to \$5,000 | (operational) |
| C. Expenditures of \$5,001 to \$15,000 | (minor) |
| D. Expenditures of \$15,001 to \$50,000 | (intermediate) |
| E. Expenditures over \$50,001 | (major) |

A. EXPENDITURES OF \$100 OR LESS

Authorization: Department Director, who may delegate to a department manager

Procurement: No bids or PO necessary; petty cash advances or reimbursement

Term Limit: na

Note: These transactions take the place of ordinary ongoing purchases and shall be limited in use.

B. EXPENDITURES OF \$101 to \$5,000 DURING THE INITIAL TERM¹

Authorization: Department Director, who may delegate to a department manager

Procurement: No PO necessary; 3 informal bids/proposals² whenever possible

Term Limit: 3 years plus one 3-year extension

¹ For purposes of this Policy, the "Initial Term" shall be either (i) a term under the contract or PO not to exceed one year, or (ii) a term longer than one year but not to exceed the maximum number of years authorized under a "Term Limit" (set forth below) as long as the contract includes a continuing obligation for performance by a contracting party and the City has an obligation for payment only for the services actually performed and accounted for by invoice or other monthly or regular periodic documentation acceptable to the City. Under any contract or PO, either the contracting party or City may terminate the contract or PO prior to the expiration of the Initial Term for the other party's nonperformance.

² "Informal" bid/proposal means verbal or written, via telephone, e-mail or other casual medium.

C. EXPENDITURES OF \$5,001 to \$15,000 DURING THE INITIAL TERM

Authorization: Department Director

Procurement: PO plus 3 written informal bids/proposals

Term Limit: 3 years plus one 3-year extension

D. EXPENDITURES OF \$15,000 to \$50,000 DURING THE INITIAL TERM

Authorization: City Manager

Procurement: PO plus 3 written informal bids/proposals plus city contract³

Term Limit: 3 years plus one 3-year extension

E. EXPENDITURES OVER \$50,000

Authorization: City Council

Procurement: PO required plus formal bids/proposals plus city contract

Term Limit: no limit, any term approved by majority vote of the City Council

III. PROCUREMENT PROCEDURES - MAJOR EXPENDITURES (over \$50,000)

A. FORMAL BIDS FOR MAJOR PUBLIC WORKS PROJECTS AND MAJOR SUPPLIES AND EQUIPMENT PURCHASES. Major public works projects and supplies and equipment as referenced in Chapter 3.12 of the La Quinta Municipal Code, are defined as purchases and projects having an actual or estimated value of greater than fifty thousand dollars (\$50,000). The solicitation and selection of bids and award of contracts shall comply with Section 3.12.030 of the La Quinta Municipal Code (public works contracts), and this Policy, and shall be administered through each City Department, according to the following procedures:

1. Invitation for bids. An invitation for bids (the “invitation”) shall be published in a newspaper, electronic bulletin board, World Wide Web site, or other generally-recognized source of local public works contract information, at least ten days prior to the date of the opening of bids. Invitations shall include general descriptions of the work to be performed, the time and place of the opening of bids, the place where bidders may obtain bid documents, the amount of bid security required, and the amount and nature of performance and labor materials security that will be required.

³ The city’s templates for contracts, agreements and change orders shall be used for category D and E purchases. The City Manager may allow for modifications of these templates or use of other contracts, agreements, and change orders, or may require use of city templates for category B and C purchases when the City Manager determines it is prudent due to the level of risk exposure to the city, the need to spell out a complex scope of work, or any other reason s/he believes to be in the best interest of the city. To meet prevailing wage requirements any maintenance or repair project over \$15,000 or construction project over \$25,000 will require a written contract.

2. Form of bids. Bids conforming to the requirements of the invitation shall be submitted to the Department Director (the "Director") in sealed packages or by other means which will prevent the divulging of bids prior to the stated time for opening of bids, all as specified in the invitation or the bid documents. Unopened bids should be clearly marked or otherwise identifiable as bids for the project to which they apply.
3. Bid security for public works projects. Bids for public works projects shall be accompanied by cash, cashier's check, certified check, surety bond, or other form of security stated in the invitation or bid documents, in a sum equal to ten percent (10%) of the amount of the bid.
4. Opening of bids. At the time and place stated in the invitation, the bids shall be publicly opened and announced. The bid amounts shall be tabulated and the tabulation shall be available for public inspection at the Public Works Department during regular business hours for a period of not less than thirty (30) calendar days after the bid opening.
5. Review of bids. The Director shall review all bids received for completeness, accuracy, responsiveness to the invitation and the bid documents, and the City's experience with or knowledge of the qualification and reliability of each bidder and shall prepare a recommendation to the City Council. Written amounts shall take precedence over associated numeric amounts. Mathematical errors, if found, shall be corrected and shall not disqualify a bid. The corrected total shall be the bid amount considered in determining the lowest responsible bidder and shall be the contract amount awarded if the bid is selected.
6. Award of contract. Contracts shall be awarded by the City Council to the lowest responsible bidder. Determination of the lowest responsible bidder shall be at the sole discretion of the City Council pursuant to findings and recommendations presented by the Director at the time of the award of contract.
7. Equal bids. If two or more equal low bids are received, the City Council may award the contract to any one of the equal low bidders.
8. No bids. When no bids are received from responsible firms, the City Council may accomplish the project in any manner it sees fit.
9. Rejection of bids. The City Council may reject any or all bids presented and may then direct that the project be re-advertised, may authorize negotiation of a contract with one or more responsible firms, or may resolve that the project can be performed more economically by City forces, day labor, time and materials contract, or other method.

10. Execution of contract. The successful bidder shall execute the contract and furnish required performance security and labor and materials security when required pursuant to the bid document.
11. Forfeiture of bid security for public works projects. If the successful bidder fails to execute the contract and furnish security within the stated time, and said failure is not primarily due to actions or omissions of the City or to acts of god, the bidder shall forfeit the bid security provided. The City Council may then consider the bid of the next lowest responsible bidder.
12. Release of bid security for public works projects. Bidders are entitled to the return of their bid security unless forfeited as provided herein. The City shall retain all bid security until a contract has been executed or until the City Council rejects all bids at which time all bid security not forfeited shall be returned to the appropriate bidders.
13. Disposition of forfeited bid security for public works projects. The City shall retain forfeited bid security until a contract is awarded to another firm or the project is cancelled. The City shall retain an amount equal to the difference between the forfeiting firm's bid and the new contract amount, if any, and an additional amount equal to administrative and other costs incurred as a result of the failure of the forfeiting bidder to enter into a contract and provide required security, and shall return any remaining amount of the bid security to the forfeiting bidder.
14. Performance security and labor and materials security for public works projects. The bidder to whom the contract is awarded (the "successful bidder") shall furnish performance security and labor and materials security in amounts specified in the Invitation or Bid Documents.

B. FORMAL PROPOSALS FOR MAJOR PROFESSIONAL AND TECHNICAL SERVICES.

Major professional and technical services are defined as services having an actual or estimated value of greater than fifty thousand dollars (\$50,000). The solicitation and selection of proposals and award of contracts shall comply with Section 3.12.020 of the La Quinta Municipal Code (service contracts), and this Policy, and shall be administered through each City Department, according to the following procedures:

1. The City Manager shall approve the preparation and release of all Requests for Proposals (RFP) and Requests for Qualifications (RFQ).
2. City staff shall determine, based on professional judgment, whether an RFP or an RFQ process best suits its needs and City staff, or a city-authorized consultant, shall prepare the RFP/RFQ document.

3. City staff, or a city-authorized consultant, or both shall prepare a list of suitable firms from known registries, professional organizations, and/or any other source.
4. City staff shall issue the RFP/RFQ to suitable firms, and may also advertise for competitive proposals.
5. City staff shall form a selection committee, which may include private consultants, to review the RFPs/RFQs received, and the selection committee may conduct interviews and/or hold discussions with proposing firms.
6. The selection committee shall rank the proposing firms according to the criteria specified in LQMC Section 3.12.020 (service contracts) and City staff shall notify firms of their position in the ranking. For design-build projects, the selection committee may also take into account the criteria for selection of public works contracts specified in LQMC Section 3.12.030.
7. City staff, or a city-authorized consultant, shall negotiate with the top-ranked firm to arrive at mutually-acceptable contract terms.
8. City staff, or its authorized consultant shall terminate negotiations and begin negotiations with the next-ranked firm if an agreement cannot be reached and continue this process until negotiations are successfully concluded or until the list of qualified firms submitting proposals is exhausted and an agreement cannot be reached.
9. The City Council shall award or reject the contract negotiated by City staff.

IV. PROCUREMENT PROCEDURES – NON-MAJOR EXPENDITURES (\$50,000 & under)

INFORMAL BIDS OR PROPOSALS - Intermediate, Minor, and Operational Expenditure category projects, including minor public works projects, supplies, goods, equipment and minor services as referenced in Chapter 3.12 of the La Quinta Municipal Code, are defined as projects having an actual or estimated value of fifty thousand dollars (\$50,000) or less. The solicitation and selection of bids and award of contracts shall comply with Section 3.12.030 of the La Quinta Municipal Code (public works projects), Section 3.12.020 of the La Quinta Municipal Code (service contracts), and this Policy, and shall be administered through each City Department, according to the following procedures:

1. Informal bids shall be obtained verbally or in writing as dictated by this Policy from the open market and a written record of informal bids shall be kept with the related PO.

2. Bid security. Security and labor and material security shall conform to the requirements for major public works projects but may be modified or waived by the City staff person authorized to make the purchase if warranted and in the best interest of the City.
3. Execution and Award of Contracts. The City Council may award contracts, or the City Manager or designated City Director or staff personnel, set forth in Categories A, B, C or D of Section II above, may award and execute contracts and may waive competitive bidding requirements if in the best interest of the City, provided there are unencumbered appropriations in the fund accounts against which the expenses are to be charged.

V. EXEMPTION TO ANY PROCUREMENT METHOD

Justification for exemption to any required procurement method may be submitted to the City Manager or in the case of a major expenditure, to the City Council under the following circumstances:

- a. Sole-source or select-source purchase.
 - Acquisition of brand name to insure compatibility with other city products and equipment. For example standardization of fleet inventory (select-source).
 - Change orders - additions to an original scope of work when the original source is the only reasonable one to provide the additional goods, construction work or service needed (select-source).
 - Only one manufacturer or vendor makes and/or sells the required equipment (sole-source).
- b. State, County, or other public agency cooperative purchasing program or contracts utilizing funding or other participation from agencies which require conformance with state, federal or other contracting regulations.
- c. Emergency purchases made necessary by an immediate threat to life or property or a substantial disruption of a vital public service.
- d. The awarding officer(s) may waive irregularities in formal or informal bids received provided that it is in the best interest of the city to do so, and it does not result in unfair advantage to any bidder.
- e. The City Council may authorize the award and execution of contracts without competitive bidding provided that such award is in the best interest of the City, or of the public health, safety and welfare.

VI. CITY CREDIT CARD USE

A. Authorization and Acknowledgement. Approval to use, issue and revoke a City credit card is at the discretion of the City Manager. Unless otherwise authorized by the City Manager, City credit cards shall have a credit limit of \$5,000. The City Manager shall have the authority to set credit limits on a case by case basis up to \$25,000.

City credit cards shall be kept by the Finance Department and/or City Manager's Office for safekeeping and prudence. Users, authorized by the City Manager ("Authorized Users") must be City employees. Authorized Users may check credit cards in and out as necessary. All credit cards shall be returned to Finance or the City Manager's Office in a timely manner after use.

The Finance Department requires Authorized Users to sign a User Agreement acknowledging his/her understanding of the policies and procedures for the use of the City credit card and acknowledging the receipt of the credit card.

B. Appropriate City Credit Card Use. City credit cards may be used for the following:

1. Traveling on City business;
2. Purchasing goods and services from vendors where use of a check is not practical, such as the case with many internet purchases in which no actual store front exists;
3. Securing reservations and locations for various City activities, meetings and conference fees, community events, honoree luncheons, marketing promotions, and sales missions;
4. Paying for meals in conjunction with official City business such as meetings with City Council, developers, or consultants.

C. Inappropriate City Credit Card Use. The credit card shall not be used for the following:

1. Cash advances, money orders, wire transfers, etc.;
2. Routine gasoline purchases;
3. Alcoholic beverages;
4. Long-term rentals or lease agreements;
5. Heavy-duty machinery that requires a maintenance agreement;
5. Use of the City credit card is not intended to replace effective procurement planning which enables volume discounts or to circumvent established competitive purchasing procedures. This means no purchases for goods or services should be made that would otherwise require competitive bidding;
6. Employees shall not use City credit cards for personal expenses. Charging personal items, services, entertainment or expenses of any kind on City cards is a misuse of City funds and a serious breach of City's ethics policy. Doing so will result in

disciplinary action, up to and including termination. Employees should use care in selecting between using their business and personal credit cards.

D. Travel, Meetings, & Conferences. The uses of the City credit card for travel, local meetings, and conference shall at all times comply with the standards and practices set forth within the City travel and meeting policy. All credit card charges must be supported by detailed charge receipts and submitted on an expense report within five (5) days of return from a business trip to the Finance Department.

E. Obtaining Goods and Services. Authorized purchases may be made in person, via approved internet site, or by telephone. Authorized Users must require vendors to itemize the receipt/invoice. An itemized receipt/invoice consists of the following information:

- Date of purchase
- Detailed description of goods or services purchased
- Price per item
- Amount of sales tax and total amount
- Shipping charges, if any

Upon completing the credit card transaction, the employee shall submit the itemized receipt with appropriate account numbers to the Finance Department.

F. Monthly Statement. At the end of a billing cycle, the Finance Department will provide to Authorized Users a statement showing all transactions made during the billing cycle for which receipts/invoices have not already been turned into the Finance Department. Authorized Users are responsible to review and reconcile monthly credit card statements. Once reconciled, the Authorized User will attach the supporting detailed charge receipts and related invoices to the monthly credit card statement and turn it into the Finance Department within two (2) working days of receipt. Falsification of receipts will subject the employee to disciplinary action, up to and including termination of employment. The Finance Director reserves the right to review each credit card statement and determine if the expenses were purchased in accordance with the City policy.

G. Disputed Charges. Authorized Users are responsible for ensuring that the vendor, the issuing bank, and the Finance Director are notified immediately of any disputed charges. Authorized Users will be responsible for resolving the disputed charge directly with the credit card company.

H. Timely Payment. Based on the statement cycle date, the Finance Department will ensure timely payments. Credit card charges will be paid once reconciled by the Authorized Users and approved by the Finance Department.

To avoid late fees and finance charges, the Finance Department reserves the option to pay all credit card charges, even if supporting documentation is not yet received.

When subsequently received, the supporting documentation will be retroactively reconciled to the payment.

I. Lost or Stolen Cards. Authorized Users are responsible for ensuring that the issuing bank and the Finance Department are notified immediately if the card is lost or stolen. Failure to do so may result in holding the Authorized User responsible for any fraudulent use of the card.

K. Disciplinary Action. The City Manager is responsible for all disciplinary action surrounding misuse of cards, including cancellation of card privileges.

L. Surrender upon Request or Separation. The credit card will be immediately surrendered upon separation from City employment, retirement, termination or upon request of the City Manager. Use of the credit card for any purpose after its surrender is prohibited.

RESOLUTION NO. 2015 -

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA QUINTA, CALIFORNIA, ADOPTING A SURPLUS PROPERTY AND EQUIPMENT POLICY

WHEREAS, purchasing, contracting, grant acceptance, and disposal policies provide a guideline to City employees for the purchase and acceptance of goods, services and funds used to supplement city operations, and for the disposal of goods that are no longer needed or unusable; and

WHEREAS, purchasing, contracting, grant acceptance, and disposal policies provide transparency and consistency; and

WHEREAS, purchasing, contracting, grant acceptance and disposal policies enable the Finance Department and the City Manager to maintain a system of financial controls for the efficient use, expenditure and disposal of public funds and property; and

WHEREAS, the ability to sell, auction, donate or transfer surplus property that is no longer in use by the City of La Quinta is an act that is taken solely for the common benefit of the City and its citizenry.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of La Quinta, California, as follows:

SECTION 1. The Surplus Supplies and Equipment Policy attached hereto as Exhibit A and incorporated herein by reference shall govern **the disposition of the City's surplus** property (excluding real property) in a manner that is for the common benefit, whether it be through transfer, sale, auction, disposal, or donation.

SECTION 2. This Policy, as applicable, shall constitute the procedures and rules governing the disposal of all of the **City's non-real**, surplus property pursuant to Chapter 3.12 of the La Quinta Municipal Code.

SECTION 3. Severability. If any provision of this Resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this Resolution which can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are severable. The City Council hereby declares that it would have adopted this Resolution irrespective of the invalidity of any particular portion thereof.

SECTION 4. This Resolution shall become effective on the same day Ordinance No. ____ becomes effective.

PASSED, APPROVED, and ADOPTED at a regular meeting of the La Quinta City Council held on this ____ day of September 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

LINDA EVANS, Mayor
City of La Quinta, California

ATTEST:

SUSAN MAYSELS, City Clerk
City of La Quinta, California

(CITY SEAL)

APPROVED AS TO FORM:

WILLIAM H. IHRKE, City Attorney
City of La Quinta, California

CITY OF LA QUINTA, CALIFORNIA
SURPLUS SUPPLIES AND EQUIPMENT POLICY

SECTION I. Purpose.

To set forth the City of La Quinta's administrative policy for the transfer and disposition of surplus personal property, equipment and materials, pursuant to the power granted onto the City Council pursuant to Article 1 of the Charter of the City of La Quinta, and Chapter 3.12 of the La Quinta Municipal Code.

SECTION II. Definitions.

- (1) The term "City" means the City of La Quinta.
- (2) The term "nonprofit organization" means any charitable organization exempt under Section 501(c)(3) of the United States Internal Revenue Code, or successor statute.
- (3) The term "public agency" means the United States or the State of California or any agency or subdivision thereof, including any city, county, special district, or school district.
- (4) The term "surplus property" as used herein is used generically to describe any City personal property, equipment or material that is no longer needed or usable by the holding department. For purposes of this policy, all surplus property including scrap, recyclables, trash, and/or junk disposed, discarded or abandoned on City premises, including all surplus property placed in storage or collection containers of any kind, is hereby deemed to be City property and not property of any City employee. "Surplus property" does not include real property or any interest in real property.
- (5) The terms "scrapping" and "recycling" as used herein refer to the act of transferring discarded surplus property, including scrap or recyclables, to a vendor for use, salvage or resale.
- (6) The terms "scrap" or "recyclables" as used herein refer to surplus property that (a) may be reused "as is" or after repair, or (b) may be salvaged for its mineral value after treatment or processing.
- (7) The term "trash" or "junk" as used herein refers to surplus property which has no practical salvage or recyclable value.

SECTION III. Methods of Transfer and Disposition.

All surplus property is disposed of “as is” and “where is,” with no warranty, guarantee, or representation of any kind, expressed or implied, as to the condition, utility or usability of the property offered unless expressly authorized by the City Council.

- (1) Transfer to Another Department. Surplus property may be transferred between City departments. All surplus property will first be considered for transfer for the benefit of the city.
- (2) Trade-In. Property declared as surplus may be offered as a trade-in for credit toward the acquisition of new property.
- (3) Return to Manufacturer. Surplus property may, when possible, be returned to the manufacturer for buy-back credit.
- (4) Donation. Surplus property may be donated or sold at less than estimated value to any public agency or nonprofit organization.
- (5) Sale and Disposal. Appropriate methods of sale and disposal are as follows:
 - (a) Auction. Surplus property may be sold at public auction. Auctions may be conducted by City staff, or the City may contract with a professional auctioneer or electronic auction site.
 - (b) Sealed Bids. Sealed bids may be solicited for the sale of surplus property. Surplus property disposed of in this manner shall be sold to the highest responsible bidder, and the procedure for soliciting and awarding by sealed bid shall follow the procedure for bidding public works contracts as established by the City Council.
 - (c) Scrapping. Surplus property may be sold, auctioned, recycled, donated, or discarded as scrap if the value of **the surplus property’s** parts exceeds the value of the surplus property as a whole.
 - (d) No Value Item. Where the property is of minimal or no value to the City due to spoilage, obsolescence or similar reason, or where the cost of disposal of such surplus property would exceed the recovery value, the surplus property may be sold or disposed in such a manner as appropriate and in the best interest of the City.

SECTION IV. Procedures.

Consistent with California Government Code Section 37350, the City Council sets forth the policy of the City for disposal or destruction of surplus property.

(1) City Council- and City Manager-Directed Transfers and Dispositions. Transfers and dispositions of surplus property. Consistent with the methods in Section III above, are hereby authorized according to the following:

- a. Property with an Estimated Market Value Exceeding \$500. Once a department head has identified surplus property, the transfer or disposition of surplus property with an estimated market value exceeding \$500 per item shall be determined by the City Council pursuant to a specific agenda item on an agenda for a regular or special City Council meeting.
- b. Property with an Estimated Market Value of \$500 or Less. Once a department head has identified surplus property, the City Manager may direct the transfer and disposition of such surplus property with an estimated market value of \$500 or less per item.

(2) Identifying and Valuing Surplus Property. Each department head is responsible to identify surplus property regularly.

- (a) Each department head will evaluate the operational status of the surplus property and notify the Finance Director in writing.
- (b) The Finance Director will circulate the surplus property notification between the other departments within the City.
- (c) The department head from which the surplus property originates will determine the estimated market value of the surplus property and recommend the most fiscally advantageous method of disposal.
- (d) In determining the estimated market value, the department head shall document the methods used to make such determination including tools such as Kelly Blue Book, classified advertisements, and vendors in the United States with similar products available.
- (e) The estimated market value will consider a computation of expenses associated with the disposal of surplus property. These expenses may include advertising, auction costs, storage and other costs.

- (3) Accounting for the Disposition of Surplus Property. It is critical to maintain all documentation for audit purposes regarding the disposition of surplus property.
 - (a) Notice to Finance Director. Notification will be provided to the Finance Director in writing of any transfer or disposal of surplus property to a different location or department.
 - (b) Proceeds from Transfer and Disposition of Property. When so authorized to transfer, sell, dispose, donate, recycle, or scrap surplus property by the City Council or the City Manager pursuant to this policy, the employee directed to undertake such activity shall remit the entire proceeds from any such activity to the Finance Director by check or money order made payable to the City of La Quinta, and shall be deposited into the general fund or, if required by law, deposited into a special purpose fund, of the City.
 - (c) Notification and Documentation. The department head will notify the Finance Department in writing of the disposition of all surplus property and attach all supporting documentation, including the records required by this policy.
 - (d) Transfer of Ownership and Title. Delivery of the surplus property together with transfer of ownership and title passes upon receipt of the proceeds. The Finance Director shall cause licenses and title documents to be executed and transferred upon verification of receipt of funds.
 - (e) Inventory Adjustment. The Finance Department shall make adjustments to the **City's** inventories/assets lists showing the disposition of surplus property.
 - (f) Recordkeeping. Copies of all records documenting the surplus property process will be kept on file with the Finance Department for so long as records are to be **maintained by the City's records retention policy and by applicable law.**
- (4) Personal Scrapping, Recycling or Disposal of Trash or Junk (Unauthorized). It is the policy of the City that no employee may engage in any sale, scrapping or recycling or other transfer or disposal of surplus property, unless specifically directed to engage in such activity by the City Council or the City Manager who have been lawfully and duly authorized and designated to direct such activity pursuant to this policy. Transferring, selling, donating, scrapping, recycling or disposing of surplus property, regardless of monetary value, by City employees for personal gain or to benefit the interest of any person or party other than the City, is strictly forbidden.
- (5) Surplus Property and Employees. City officials and employees shall be allowed to be the purchasers or direct recipients of any surplus property of the City, on the condition that they acquire the surplus property according to this Policy.

Furthermore, when attempting to acquire surplus property, City officials and employees must be treated the same as the general citizenry and are therefore subject to all of the same notice, value, and accounting requirements as set forth in this Policy.

- (6) Exceptions. Any exceptions to this policy will only be made at the direction of the City Manager; provided, however, that no exception may be made concerning the transfer or disposition of surplus property exceeding \$500 in estimated market value per item without the approval of the City Council.

SECTION V. Disciplinary Action(s).

Appropriate disciplinary action, up to and including termination, will be taken if an employee is found, through proper investigation and application of appropriate process, to:

- (1) Have failed to promptly remit to persons officially designated to receive proceeds, including cash or other consideration, from the sale of surplus property;
- (2) Have failed, in the performance of their duties, to promptly place in appropriate City containers, bins, dumpsters, or other collection facilities, equipment or containers, or have received, taken, given away, collected, stored or retained in other than appropriate City containers, bins, or collection facilities, or dump sites, City scrap, recyclables, trash or any such surplus property belonging to City tenants;
- (3) Have engaged in selling, scrapping, recycling or handling of surplus property in violation of this policy or the procedures set forth herein, including having engaged in any such activity for their personal interest or gain, or in aid of others doing the same for their respective interest or gain;
- (4) Have used City vehicles, facilities or equipment to collect, store, or transport surplus property to sites, locations, or facilities, including the facilities of scrap vendors or recycling centers, except as specifically directed by the authorized City Manager, in accordance with this policy and the procedures set forth herein; or
- (5) Have failed to notify his/her department director in a prompt and timely manner after having observed any individual engaging in any of the above-described act(s) or having learned that such act(s) were being committed by other City employees.

RESOLUTION NO. 2015 -

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA QUINTA, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO PERFORM CLAIM PROCESSING FUNCTIONS SUBJECT TO CERTAIN LIMITATIONS

WHEREAS, Section 935.4 of the California Government Code provides that a local public entity may authorize an employee of the local public entity to perform the functions and procedures of claims processing in accordance with city and state law, subject to the limitation that the authorized employee shall not be authorized to allow, compromise or settle claims exceeding \$50,000; and

WHEREAS, Pursuant to Section 945.6 of the California Government code, any claim against the city rejected, allowed, compromised or settled by the authorized employee holds the same time period of six months during which the claimant may file a lawsuit as if the claim were acted upon by the local public legislature; and

WHEREAS, the City of La Quinta has now determined to adopt such a policy in order to expeditiously process claims against the city.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of La Quinta, California, as follows:

SECTION 1. The City Manager is hereby authorized and directed to perform the functions and procedures of claims processing in accordance with city and state law, in rejecting all improper claims against the city after consultation with the California Joint Powers Insurance Authority's third party administrator for liability claims; and

SSECTION 2. The City Manager is hereby authorized and directed to perform the functions and procedures of claims processing in accordance with city and state law, and after consultation with the California Joint Powers Insurance Authority's third party administrator for liability claims in allowing, compromising or settling claims against the city, for amounts up to and including \$50,000 as that amount may be amended from time to time by Section 935.4 of the California Government Code or successor statute; and

SECTION 3. Claims against the city in excess of \$50,000 that the City Manager determines, after consultation with the California Joint Powers Insurance Authority's third party administrator for liability claims may warrant allowance, compromise or settlement shall be presented to the city council for consideration.

SECTION 4. This Resolution shall become effective immediately upon its adoption.

PASSED, APPROVED, and ADOPTED at a regular meeting of the La Quinta City Council held on this _____ day of September 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

LINDA EVANS, Mayor
City of La Quinta, California

ATTEST:

SUSAN MAYSELS, City Clerk
City of La Quinta, California

(CITY SEAL)

APPROVED AS TO FORM:

WILLIAM H. IHRKE, City Attorney
City of La Quinta, California

RESOLUTION NO. 2015 -

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA QUINTA, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO APPLY FOR, AND ACCEPT GRANTS VALUED AT \$50,000 OR LESS, INCLUDING MATCHING GRANTS, AND TO ADJUST THE CITY BUDGET ACCORDINGLY

WHEREAS, the City of La Quinta applies for various governmental and nongovernmental grants to supplement or enhance its operations, resident services and infrastructure, and;

WHEREAS, grant application submittals are time sensitive, and;

WHEREAS, many grants offer funds or goods valued at \$50,000 or less, and;

WHEREAS, some grants are contingent upon matching funds, labor or goods from the City which are valued at \$50,000 or less, and;

WHEREAS, the City of La Quinta has now determined to adopt a policy in order to expeditiously process beneficial grants available to the City.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of La Quinta, California, as follows:

SECTION 1. The City Manager is hereby authorized and directed to apply for, and to accept grants offering funds or goods valued at \$50,000 or less if s/he finds that it is in the best interests of the City to do so.

SECTION 2. The City Manager is hereby authorized and directed to apply for, and to accept grants offering funds or goods valued at \$50,000 or less requiring matching funds, labor or materials valued at \$50,000 or less if s/he finds it in the best interest of the City to do so and the result is no increase to budget appropriations overall.

SECTION 3. The City Manager is hereby authorized and directed to adjust the City budget to record the receipt of grant funds and to record the expenditure of matching funds.

SECTION 4. The City Manager is hereby authorized and directed to adjust the City's inventory records to add the receipt of goods, equipment or other materials awarded by grants.

SECTION 5. Grants for funds or goods in excess of \$50,000, and/or grants requiring matching funds, labor or materials in excess of \$50,000 that the City Manager

determines is in the best interests of the City to apply for shall be presented to the City Council for consideration.

SECTION 6. Grant applications or awards that the City Manager determines is in the best interests of the City to compete for, and require governing body approval in order to qualify, shall be presented to the City Council for consideration.

SECTION 7. This Resolution shall become effective immediately upon its adoption.

PASSED, APPROVED, and ADOPTED at a regular meeting of the La Quinta City Council held on this _____ day of September 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

LINDA EVANS, Mayor
City of La Quinta, California

ATTEST:

SUSAN MAYSELS, City Clerk
City of La Quinta, California

(CITY SEAL)

APPROVED AS TO FORM:

WILLIAM H. IHRKE, City Attorney
City of La Quinta, California

CITY MANAGER SIGNING AUTHORITY - INFORMAL SURVEY BASED ON DATA ONLINE AT CITY WEBSITES

<i>CITY</i>	<i>POPULATION</i>	<i>SIGNING AUTHORITY</i>	<i>PURCHASE TYPE</i>
Cathedral City	52,340	10,000	supplies, equip., maint. & prof. services
"		75,000	public construction projects
Coachella	42,800	15,000	prof. services & public construction
Desert Hot Springs	27,800	30,000	supplies, equip., maint. & prof. services
Indian Wells	5,080	25,000	goods, services, construction
Indio	81,400	75,000	supplies, equip., maint. & prof. services
"		175,000	public construction projects
Palm Desert	50,000	25,000	supplies, equip., maint. & prof. services
"		40,000	creative services re: ads & public relations
Palm Springs	45,700	25,000	supplies, equip., maint. & prof. services
"		45,000	public construction projects
Rancho Mirage	17,640	25,000	supplies, equip., maint. & prof. services
		175,000	public construction projects
29 Palms	26,100	15,000	supplies, equip., maint. & prof. services
"		25,000	public construction projects
*****	*****	*****	*****
Azusa	47,600	10,000	professional services
"		25,000	supplies, equip., maintenance services
"		125,000	public construction projects
Beverly Hills	34,500	45,000	all types
Brea	41,400	25,000	supplies, equip., maintenance services
"		100,000	public construction projects
Burbank	105,000	75,000	professional services
"		100,000	supplies, equip., maint. & public projects
Cupertino	58,300	175,000	all types of purchases & contracts
Folsom	72,300	40,000	all types of purchases & contracts
Irvine	231,000	100,000	public construction projects
Lake Forest	78,500	30,000	supplies, equip., maint. & prof. services
"		125,000	public construction projects
Palo Alto	66,400	85,000	all purchases, except:
"		250,000	goods & public construction
Pasadena	140,000	75,000	all types
Paso Robles	30,500	20,000	supplies, equip., maint. & prof. services
"		75,000	public construction projects
Rancho Palos Verdes	42,100	25,000	supplies, equip., maint. & prof. services
"		75,000	public construction projects
Sacramento	473,500	100,000	all types
San Carlos	28,900	75,000	supplies, equip., maint. & prof. services
"		175,000	public construction projects
San Rafael	58,200	20,000	prof. services
"		35,000	supplies, equip., maintenance services
"		125,000	public construction projects
Santa Monica	91,000	80,000	supplies, equip., maint. & prof. services
"		175,000	public construction projects
Temecula	104,900	30,000	supplies, equip., maint. & prof. services
		45,000	public construction projects
Ventura	108,300	50,000	prof. services
"		175,000	public construction projects
"		250,000	supplies, equip., maintenance services

AUTHORIZATION AMOUNT		2015 DOCUMENT TRACKING
2015		ATTACHMENT 2
Council 01.06.2015	\$52,000	Matrix Consulting - crime trend & police service study
CM Approval	\$3,500	ClearSource - fee updates
Council 01.20.2015	\$42,000	Coachella Valley Engineers - Library lot expansion & bldg remodel plans, specs
PO# 1790	\$5,292	DDL Traffic
PO# 1791	\$6,220	Econolite Group Inc
PO# 1792	\$4,875	Bruce Kribbs Construction
CM Approval	\$2,100	Community Connect - MOU for 211 service
PO# 1793	\$1,865	Top Gear
PO# 1794	\$875	Sunsplash Screen Printing
PO# 1795	\$3,000	Pacific West Industries
PO# 1796	\$9,328	City of Coachella
PO# 1797	\$3,425	PCM-G
Council 02.17.2015	(\$357,000)	Arch Ins Co - Settlement Agr & Release - Adams St Bridge project, liquidated damages
Council 02.17.2015	\$296,825	Arch Ins Co - Adams St Bridge project - CCO#14,24,29,31,32,33,34,35,36
Council 02.17.2015	(\$100,000)	Kohl's & One Eleven LQ - MOU for Adams St signal project
PO# 1798	\$489	4IMPRINT
PO# 1799	\$821	Vorwaller & Brooks Inc
PO# 1800	\$11,880	JTB Supply Co
PO# 1801	\$2,991	JTB Supply Co
PO# 1802	\$5,680	DDL Traffic
PO# 1803	\$4,692	DDL Traffic
PO# 1804	\$16,867	Econolite Group Inc
PO# 1805	\$6,189	Western Pacific Signal LLC
PO# 1806	\$27,518	Iteris
PO# 1807	\$1,994	JTB Supply Co
PO# 1810	\$4,196	Best Signs Inc
Council 03.03.2015	(\$1,900,305)	Marvin Investments - P&S Amendment and MOU re: village properties
Council 03.03.2015	\$156,600	Sigmanet Inc - IT services agr
CM Approval	\$400	DigiCert - FJS digital signing token renewal
CM Approval	(\$20,174)	Boys & Girls Club of CV - CDBG agr with Riv Cty
CM Approval	\$14,461	Doug Wall construction - CCO#6 Wellness Ctr proj 2013-11
Council 03.17.2015	\$40,792	Dateland Construction - Carranza drainage project
CM Approval	(\$16,800)	Kirkpatrick landscaping - CCO#4, reducing services & contract amount
CM Approval	\$8,310	RBF - Amend #2, Adams St signal & street improvements
Director Approval	(\$2,233)	Bengal Eng - Amend #1 - Dune Palms bridge project 2011-05 (reduction)
PO# 1808	\$31,819	Pacific Lighting Sales, Inc [sales tax brought purchase over the \$30K limit]
PO# 1809	\$5,000	Fehr & Pers
CM Approval	\$11,388	Superior Pavement Markings - Jefferson/Hwy 111, triple left turn striping
Council 04.07.2015	\$285,000	La Quinta Farms - Amend #1 re: PM10
Council 04.07.2015	\$102,507	Golden Valley Construction - perimeter landscaping, city lots on Ave 52
Council 04.07.2015	\$176,808	RBF - drainage study
Council 04.07.2015	\$8,381	Riv Cty - Amendment re: animal field services
CM Approval	(\$19,310)	National Community Renaissance - CDBG funds
CM Approval	\$0	Eisenhower Med Center - free health testing
CM Approval	\$0	Live Well Clinic - free health services
CM Approval	term ext	Cadence Communications - Amend #2, 24hr vacation rental hotline
Director Approval	\$1,950	Superior Pavement Markings - CCO#1, Jefferson/Hwy 111, triple left turn striping
CM Approval	(\$1500)/mo	Springs Ambulance Service - 2015 lease agr
CM Approval	\$9,900	Sequoia Financial Services - fee collection services
CM Approval	\$30,000	CASC Engineering - on call water quality inspection services
CM Approval	\$7,250	Hermann Design Group
PO# 1813	\$4,556	McCain
PO# 1814	\$9,893	JTB Supply Co
PO# 1815	\$14,800	PM10, Inc
PO# 1816	\$11,812	Statewide Services, Inc
PO# 1817	\$2,160	JTB Supply Co

PO# 1818	\$2,403	JTB Supply Co
PO# 1819	\$1,660	Costco
PO# 1820	\$1,569	Safeware
PO# 1821	\$19,553	McCain
Council 05.05.2015	\$27,300	Indian Springs Golf Club - Grant of Drainage Easement and Agreement, Horseshoe Rd
Council 05.05.2015	\$126,180	Psomas - Amendment 14/15, on call construction inspection services
Council 05.05.2015	\$77,100	NAI Consulting - Amend #1, project mgmt for remaining 14/15
Council 05.05.2015	\$90,000	JK Designs/Jane Dedecker - art purchase agr, Seeley Drive roundabout
Council 05.05.2015	\$676,783	Granite Construction - Adams St signal & street improvements
PO# 1822	\$13,086	JTB Supply Co
PO# 1823	\$6,690	Patton Enterprises, Inc
PO# 1824	\$291	National Seminar Training
PO# 1825	\$8,750	Western Pacific Signal LLC
PO# 1826	\$4,590	Iteris
PO# 1827	\$8,842	Stalker Radar Applied Concepts, Inc
PO# 1828	\$4,282	Dell
PO# 1829	\$12,041	High Tech Irrigation
PO# 1830	\$15,990	Palm Springs Pump
PO# 1831	\$27,815	BMW
Council 06.02.2015	\$123,900	Bengal Engineering - Dune Palms Rd widening project, engineering services
Council 06.02.2015	\$466,000	Psomas - on call construction inspection services for FY 15/16
Council 06.02.2015	\$218,400	Traffex Eng - FY 15/16 traffic eng services
Council 06.02.2015	\$487,455	NAI Consulting - FY 15/16 PW project mgmt & contract admin
Council 06.02.2015	\$10,000	East Valley Coalition - MOU for regional econ dev
CM Approval	\$1,010	Garda - 3 yr agr
CM Approval	\$15,000	Family YMCA - Amendment 1, pool maintenance
Director Approval	\$1,667	Dateland Construction - CCO#1, Carranza drainage project, project 2014-09
PO# 1832	\$9,600	MSA Consulting, Inc
Council 06.16.2015	(\$400,000)	CVAG Reimbursement Agr, Amend 1 - Adams St bridge project
Council 06.16.2015	\$127,500	LQ Chamber of Commerce - 2015/16 business & marketing services
Council 06.16.2015	\$112,770	JNS Media Specialists - 2015/16 print marketing services
Council 06.16.2015	\$138,200	Graphtek Interactive - 2015/16 digital marketing services
Council 06.16.2015	\$102,220	Golden Touch Cleaning - 2015/16 janitorial services
Council 06.16.2015	\$41,141	Kirkpatrick Landscaping - change order & amend - citywide landscape maintenance
Council 06.16.2015	\$444,960	Conserve Landcare - park landscape maintenance proj 2014-15
Council 06.16.2015	\$290,361	Superior Pavement Markings - Jeff/52 roundabout improvements
Council 06.16.2015	\$83,160	AM LaSalle electric - citywide landscape lighting maintenance
CM Approval	\$18,000	Public Research Group - survey surivces
CM Approval	\$7,000	Rethmeier CPA - USDA Rural Dev required audit on low income housing
CM Approval	\$2,100	Community Connect - MOU for 211 service
PO# 1833	\$7,080	bkm
PO# 1834	\$4,100	Lorbel, Inc
PO# 1836	\$16,216	Iteris
Council 07.07.2015	(\$9,002)	Riv Cty - InterLocal Agr - Byrne Mem Justice Asst Grant
Council 07.07.2015	\$150,000	Altum Group - EIR Village buildout
Council 07.07.2015	\$50,000	CV Rescue Mission - support operations
Council 07.07.2015	\$179,995	AVIR Inc - council chambers audio-video equip
Council 07.07.2015	\$678,655	American Asphalt South Inc - 2015/16 slurry seal program
Council 07.07.2015	\$49,250	New Construction Solutions - Phase 1 ADA upgrades at sports complex & YMCA
Council 07.07.2015	\$115,195	RG General Eng - Phase II ADA upgrades at sports complex & YMCA
Council 07.07.2015	\$0	Riv Cty - MOU for library and museum management
CM Approval	(\$263)/mo	Verizon - agr re reduced rates
Director Approval	\$1,166	Granite construction Co - CCO#1 Adams St Signal & St Improvements, proj 2012-01
CM Approval	\$15,600	Sharkpools - Amend #3 fountain maintnenace
PO# 1839	\$11,377	DRT Transport
PO# 1840	\$11,444	JTB Supply Co
Director Approval	\$5,000	Siemens Industry Inc - on call traffic signal repair
Council 07.21.2015	\$198,900	Spevacek - employment agr

CM Approval	\$13,800	HF&H Consultants, LLC - Amend #1 for AB939 services
CM Approval	\$7,500	NV5 - survey & LLA for Barton Land\future fire station deal
PO# 1841	\$24,650	Polar Barr
PO# 1842	\$19,779	DDL Traffic
PO# 1843	\$4,536	DDL Traffic
Council 08.04.2015	\$350,000	Matich Corp - Monroe St paving rehab
Council 08.04.2015	\$711,908	Golden Valley Construction - library exterior improvements for 10th Anniv
Council 08.04.2015	\$477,702	Décor, Inc - library interior improvements for 10th Anniv
Council 08.04.2015	\$73,332	LQ City Emp Assoc - MOU for 2 yrs
PO# 1844	\$16,436	Superior International Industries
PO# 1845	\$15,990	Palm Springs Pump
PO# 1846	\$29,995	Sam's Fence
PO# 1847	\$42,800	Carmel Mountain Cabinetry [to be ratified by Council 9/15/2015]
PO# 1848	\$26,317	Fiesta Ford
CM Approval	up to \$30,000	Riv Cty - Amend #2 to PSA for on-call County Geologist services at \$140/hr
CM Approval	\$28,000	Rogers, Anderson, Malody et al - Amend #1, temp. Accounting Manager services
CM Approval	\$11,600	TKD Assoc, Inc - landscape design, projects 2015-05 and 2015-14
CM Approval	up to \$20,000	ViaTRON Systems - Amend #2 term ext, scanning services for FY 15/16
Director Approval	\$3,780	Royal Gym Services - Wellness Ctr equipment maintenance