



# CITY OF ATASCADERO FINANCE COMMITTEE

---

## MINUTES

**Tuesday, March 20, 2018  
4:00 p.m.**

**Atascadero City Hall – Conference Room 306  
6500 Palma Avenue, Atascadero, California**

### **CALL TO ORDER:**

Chairperson Moreno called the meeting to order at 4:01 p.m.

**PRESENT: COMMITTEE MEMBERS:** Heather Moreno, Chair  
Charles Bourbeau, Vice Chair  
Rachelle Rickard  
Jeri Rangel

**ABSENT: COMMITTEE MEMBERS:** Gere Sibbach

**ALSO PRESENT:** Amanda Muther, Deputy City Clerk  
Cindy Chavez, Deputy Administrative Services Director

### **A. CONSENT CALENDAR:**

#### **1. Finance Committee Draft Action Minutes – June 7, 2017**

- Recommendation: Committee approve the Draft Action Minutes of the June 7, 2017 Finance Committee Meeting. [City Clerk]

**Motion: By Vice Chairperson Bourbeau and seconded by Chairperson Moreno to approve the Consent Calendar.**

***Motion passed 4:0 by a roll-call vote. Sibbach absent.***

**PUBLIC COMMENT:**

The following citizens spoke during Public Comment: None.

**Chairperson Moreno closed the PUBLIC COMMENT period.**

**B. BUSINESS:**

**1. Purchasing Policy Amendments**

- Fiscal Impact: There will be substantial staff time savings with implementation of the proposed Policy.
- Recommendation: Committee recommend Draft Resolution amending the City of Atascadero Purchasing Policy to the City Council for approval. [Administrative Services]

Administrative Services Director Rangel presented the item, distributed a chart concerning changes in purchase order amounts (Exhibit A), and answered questions from the Committee. City Manager Rickard also answered questions from the Committee.

**Public Comment:** None.

**Motion:** By Vice Chairperson Bourbeau and seconded by Chairperson Moreno to recommend Draft Resolution amending the City of Atascadero Purchasing Policy to the City Council for approval.

***Motion passed 4:0 by a voice-vote. Sibbach absent.***

**C. INDIVIDUAL DETERMINATIONS:** None.

**ADJOURN**

Chairperson Moreno adjourned the meeting at 5:07 p.m.

**MINUTES PREPARED BY:**

  
\_\_\_\_\_  
Amanda Muther  
Deputy City Clerk

The following exhibits are available for review in the City Clerk's office:

- Exhibit A –Change in purchase order amounts chart from Administrative Services Director Rangel

**APPROVED:** April 19, 2019

Date: 3/20/18

# City of Atascadero

## Purchasing Policy Amendments

### Change in Department Award

Purchase Order Amount		Fiscal Year				
At Least	Not more than	2015	2016	2017	3-Year Total	3-Year Cumulative Average of Total
\$ 10,000.00	\$ 20,000.00	27	23	24	74	31.0%
20,000.01	30,000.00	19	19	15	53	53.1%
30,000.01	40,000.00	4	10	12	26	64.0%
40,000.01	50,000.00	9	3	4	16	70.7%
50,000.01	60,000.00	1	3	2	6	73.2%
60,000.01	70,000.00	5	2	1	8	76.6%
70,000.01	80,000.00	1	0	1	2	77.4%
80,000.01	90,000.00	1	1	1	3	78.7%
90,000.01	100,000.00	2	3	0	5	80.8%
100,000.01		16	13	17	46	100.0%
<b>Total</b>		<b>85</b>	<b>77</b>	<b>77</b>	<b>239</b>	

### Change in City Manager Award

Purchase Order Amount		Fiscal Year				
At Least	Not more than	2015	2016	2017	3-Year Total	3-Year Cumulative Average of Total
\$ 40,000.01	\$ 50,000.00	9	3	4	16	18.6%
50,000.01	60,000.00	1	3	2	6	25.6%
60,000.01	70,000.00	5	2	1	8	34.9%
70,000.01	80,000.00	1	0	1	2	37.2%
80,000.01	90,000.00	1	1	1	3	40.7%
90,000.01	100,000.00	2	3	0	5	46.5%
100,000.01		16	13	17	46	100.0%
<b>Total</b>		<b>35</b>	<b>25</b>	<b>26</b>	<b>86</b>	