

PINOLE FINANCE SUBCOMMITTEE
MINUTES
September 30, 2020

A. CALL TO ORDER

Mayor Swearingen called the meeting to order at 3:01 P.M. The meeting took place via Zoom teleconference and was broadcast from Pinole City Hall Chambers, 2131 Pear Street, Pinole, CA.

Board Members Present:

Mayor Swearingen
Mayor Pro Tem Martinez-Rubin
Treasurer Debbie Long

Staff Members Present:

City Manager, Andrew Murray
City Attorney, Eric Casher
Finance Consultant, Genie Rocha (3:07 p.m.)
City Clerk, Heather Iopu
Development Services Director/City Engineer Tamara Miller

B. PUBLIC COMMENT

The following speakers submitted written comments that were read aloud and will be filed with the agenda packet for this meeting: **David Ruport, Irma Ruport**

C. CONSENT ITEMS

1. Approve the Minutes of the August 26, 2020 meeting.

ACTION: Motion by Martínez-Rubin/Swearingen to Approve the Minutes of the August 26, 2020 meeting.

Vote: Passed 3-0

D. BUSINESS ITEMS

1. Review Revised Procurement Policy
[Review and Provide Direction (E.Casher)]

City Attorney Casher presented a report highlighting the proposed revisions to the Procurement Policy. The staff recommendation is to adopt a complete revision and City

overhaul of the current policy. The key sections being added are: Contracting Principles, Standards of Conduct/Ethical Considerations, Design-Build Contracting, Cooperative Procurement, Micro-Purchasing, Information Technology Purchases, Qualified Vendors, Definitions Section.

Existing sections in the policy that were revised include: Sole Source Procurement, Emergency Procurement, Purchase Orders.

Staff also recommends that a procedures manual is created and implemented after the revised Procurement Policy is approved. This will be an administrative tool to guide staff particular to the details of each section in the policy.

Committee members asked questions regarding the details of the report.

Staff responded to questions and provided clarification regarding topics in the policy including: how this policy relates to other cities, use of standard language throughout policy, Wastewater Pollution Control Plant contract matters, digital bidding platform and process, online and credit card purchasing, prevailing wage determination, threshold amounts for Council approval of contracts and department head signing authority, micro purchases, design-build procurement, grant acceptance, and purchase orders.

The committee recommended to staff that some language be added to improve clarity in the procedures manual sections regarding approval authority and bidding process, and micro purchases, that were noted by staff for implementation.

City Manager Murray suggested implementing a process for notifying Council of contracts approved under the City Manager's authority which will be outlined in the procedures manual.

The committee recommended also adding a procedure in the manual that notifies Council of Notices of Completion that are not listed on a City Council agenda.

ACTION: Motion by Swearingen/Martínez-Rubin to Recommend Approval of the Policy to the City Council, with the revision of including "Council" in the Conflict of Interest section, noted by staff.

Vote: Passed 3-0

E. ADJOURNMENT

At 4:53 p.m., Mayor Swearingen adjourned the meeting to a future Finance Subcommittee Meeting.

Submitted by:

Heather Jopu, CMC
City Clerk

