



# City of South San Francisco

P.O. Box 711 (City Hall,  
400 Grand Avenue)  
South San Francisco, CA

## City Council

Ordinance: ORD 1589-2019

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File Number: 19-885

Enactment Number: ORD 1589-2019

AN ORDINANCE AMENDING CHAPTER 4.04 OF THE SOUTH SAN FRANCISCO MUNICIPAL CODE REVISING THE CITY PURCHASING PROCEDURES AND CONTRACT APPROVAL AUTHORITY

WHEREAS, Article XI, Section 7 of the California Constitution provides that a city or county may make and enforce within its limits all local, police, sanitary, and other ordinances and regulations not in conflict with general laws; and

WHEREAS, California Government Code Section 54202 provides that every local agency shall adopt policies and procedures, including bidding regulations, governing purchases of supplies and equipment by the local agency; and

WHEREAS, the City of South San Francisco ("City") has adopted purchasing policies and procedures, which is codified in Chapter 4.04 of the South San Francisco Municipal Code; and

WHEREAS, the City, by appropriate legislative action, has elected to be subject to the public bidding procedures established in the Uniform Public Construction Cost Accounting Act; and

WHEREAS, the City wishes to revise its purchasing system in order to ensure efficient procedures for the procurement of services, supplies and equipment at the lowest possible cost commensurate with the level of quality required, to exercise financial control over purchases, and to clearly define authority for the purchasing function.

NOW THEREFORE, the City Council of the City of South San Francisco does hereby ordain as follows:

### SECTION 1. AMENDMENTS

The City Council hereby amends the following sections of Chapter 4.04 of the South San Francisco Municipal Code to read as follows (with text in ~~strikeout~~ indicating deletion and underlined text indicating addition). Sections and subsections that are not amended by this Ordinance are not included below, and shall remain in full force and effect.

#### **4.04.096 Dollar limits for approvals**

(a) Purchases of supplies, services, public projects, and equipment, or any combination thereof, and the

sales of personal property shall be approved by:

(1) The city manager, or designee, if such purchases or sales do not exceed ~~seventy-five~~ one hundred and fifty thousand dollars, and provided that adequate funds are budgeted.

(2) The city council, if such purchases or sales exceed ~~seventy-five~~ one hundred and fifty thousand dollars, and provided that adequate funds are budgeted.

(b) Unless stated otherwise, all written contracts shall be executed by the city manager, or designee. All contracts exceeding ~~seventy-five~~ one hundred and fifty thousand dollars shall be also approved by the city council.

(c) All real property acquisitions or real property lease contracts with a term of three years or more, regardless of amount, shall be approved by the city council.

(d) The city council can delegate the authority described in this section, with the exception of subsection (c), to the city manager.

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Introduced at a regular meeting of the City Council of the City of South San Francisco held the 9th day of October 2019.

At a meeting of the City Council on 10/23/2019, a motion was made by Councilmember Nicolas, seconded by Councilmember Addiego, that this Ordinance be adopted. The motion passed.

**Yes:** 4 Vice Mayor Garbarino, Councilmember Addiego, Councilmember Nagales, and Councilmember Nicolas

**Absent:** 1 Mayor Matsumoto

Attest by Rosa Govea Acosta  
Rosa Govea Acosta

Kayl Matsumoto  
Mayor Matsumoto, Mayor