

FORM APPROVED COUNTY COUNSEL  
 4/1/15  
 DATE  
 P. PRIAMOS

Departmental Concurrence

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
 COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

617



**FROM:** Purchasing and Fleet Services Department

**SUBMITTAL DATE:**  
 March 10, 2015

**SUBJECT:** Initiation of an Amendment to Ordinance 459, Establishing Purchasing Policies and Procedures. All Districts; [\$5,000]; Purchasing Department Budget 100%

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Adopt an order initiating an amendment to Ordinance No. 459 that would update purchasing procedures commensurate with state law and other administrative changes, and;
2. Direct the Purchasing and Fleet Services Department to prepare and process the ordinance amendment.

**BACKGROUND:**

**Summary**

Ordinance 459 provides the establishment of purchasing policies and procedures for the County. The Ordinance's last revision occurred in 1993, and since that time, updates in state law governing public purchasing, inflationary adjustments and other administrative changes within the County need to be reflected within the Ordinance.

(Continued on Page 2)

*Lisa Brandl*  
 Lisa Brandl, Director  
 Purchasing and Fleet Serv. Dept.

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 5,000	\$	\$ 5,000	\$	Consent <input type="checkbox"/> Policy <input type="checkbox"/>
NET COUNTY COST	\$ 5,000	\$	\$ 5,000	\$	
<b>SOURCE OF FUNDS:</b> Purchasing Department Budget				<b>Budget Adjustment:</b> No	
				<b>For Fiscal Year:</b> 14/15	

**C.E.O. RECOMMENDATION:**

APPROVE

BY: *Ivan M. Chand*  
 Ivan M. Chand 4/2/2015

County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Ashley, seconded by Supervisor Tavaglione and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Washington, Benoit and Ashley  
 Nays: None  
 Absent: None  
 Date: April 14, 2015  
 xc: Purchasing, Co.Co. Auditor

Kecia Harper-Ihem  
 Clerk of the Board  
 By: *Kecia Harper-Ihem*  
 Deputy

Prev. Agn. Ref.: 3.6 4/20/1993 | District: ALL | Agenda Number:

3-14

- A-30
- Positions Added
- 4/5 Vote
- Change Order

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA  
FORM 11: Initiation of an Amendment to Ordinance 459, Establishing Purchasing Policies and  
Procedures. All Districts; [\$5,000]; Purchasing Department Budget 100%**

**DATE: March 10, 2015**

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**BACKGROUND:**

**Summary (continued)**

Subject to the Board's approval, the Purchasing and Fleet Services Department will prepare and process the ordinance amendment.

**Impact on Citizens and Businesses**

Amending Ordinance No. 459 will streamline the procurement process to be more efficient and reduce the processing time for issuance of purchase orders used to pay vendors who do business with the County.

**SUPPLEMENTAL:**

**Fiscal**

The costs of preparing and processing the ordinance amendment will be approximately \$5,000. All of these costs are reflected in the Purchasing Department's 2014-15 budget. No budget adjustment is requested.