



# City of Emeryville

CALIFORNIA

## MEMORANDUM

**DATE:** March 19, 2020  
**TO:** Mayor and City Council Members  
**FROM:** Christine Daniel, City Manager  
**SUBJECT:** **Resolution Of The City Council Of The City Of Emeryville Increasing The Purchasing Authority Of The City Manager From \$45,000 To \$100,000 During The Duration Of An Emergency Resulting From The Novel Coronavirus (COVID-19)**

### RECOMMENDATION

Staff recommends the City Council adopt the above-titled resolution.

### DISCUSSION

Pursuant to City Council Resolution No.14-128, the City Manager, as the City's Purchasing Officer, has administrative purchasing authority up to \$45,000 per vendor per fiscal year, and purchases over \$45,000 require City Council approval.

The outbreak of COVID-19 has resulted in declarations of emergency from the World Health Organization, the U.S. Department of Health and Human Services, the state of California, the Alameda County Director of Emergency Services, and the City of Emeryville.

During the emergency caused by COVID-19, there exists an exigent need to procure supplies and services which may exceed the City Manager's current purchasing authority, and which procurement may be necessary prior to meetings of the City Council. To provide for a timely and efficient response to the emergency, staff recommends an increase in the City Manager's administrative purchasing authority from the current \$45,000 to \$100,000 per vendor per fiscal year. The increased expenditure authority would only be effective during the duration of an emergency caused by COVID-19 as declared by any federal, state, county, regional, or City authority so authorized to declare an emergency. Furthermore any use of the increased expenditure authority shall be reported to the City Council at its next available meeting.

### FISCAL IMPACT

This action has no financial impact, as the City Council still approves appropriation of funds. Approval of this resolution will result in fewer items coming to the City Council for approval for the duration of the resolution.

### STAFF COMMUNICATION WITH THE PUBLIC

None.

**PREPARED BY:** Christine Daniel, City Manager

**APPROVED AND FORWARDED TO THE  
CITY COUNCIL OF THE CITY OF EMERYVILLE:**



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Christine Daniel, City Manager

**ATTACHMENTS**

- Draft Resolution