



CITY OF SALINAS COUNCIL STAFF REPORT

DATE: SEPTEMBER 23, 2025

DEPARTMENT: FINANCE

FROM: SELINA ANDREWS, FINANCE DIRECTOR
CHRISTOPHER A. CALLAHAN, CITY ATTORNEY

TITLE: AN ORDINANCE AMENDING ARTICLES III AND IIIA OF
CHAPTER 12 (FINANCE) OF THE SALINAS MUNICIPAL CODE
REGARDING PURCHASING

RECOMMENDED MOTION:

Consider adopting an ordinance updating Article III and Article IIIA of Chapter 12 of the Salinas Municipal Code related to purchasing policies and procedures.

EXECUTIVE SUMMARY:

The proposed amendments to Article III (Purchasing Ordinance) and Article IIIA provide revisions pertaining to the City's procurement methods. These revisions are intended to clean-up certain outdated language to align with the revised purchasing policy, which includes updates intended to bring the City into compliance with evolving procurement regulations.

BACKGROUND:

On August 16, 2016, City Council adopted an ordinance amending Sections 12-21, 12-22, 12-27, and 12-28.020 of the City's Municipal Code to (1) add a public works formal bid purchasing threshold automatically adjusted by the consumer cost index on an annual basis, (2) include a definition for public works purchases, (3) adopt a best interest exception/alternative; and (4) adjust the general purpose purchasing threshold.

On November 12, 2024, staff presented the proposed Ordinance revisions regarding purchasing authority for general purchases and public works purchases to the Finance Committee and the Committee provided direction to bring staff's recommended changes to the full City Council.

On November 19, 2024, City Council adopted an ordinance revising the City Manager's purchasing authority.

Concurrent with the last purchasing ordinance update, staff also revised the purchasing policy to bring the City into compliance with evolving regulations while incorporating best practices without compromising important values underlying City Council decision-making processes, such as transparency and competitiveness for contracts. The proposed amendments to Article III and

Article IIIA provide for non-substantive revisions intended to ensure the provisions of the Municipal Code are consistent with the updated purchasing policy and current practices as they relate to purchasing practices and policies. The proposed revisions are reflected in the attached ordinance in underline/strikethrough format.

The City Council may adopt this ordinance at the September 23, 2025, meeting upon its unanimous consent; otherwise, the ordinance may be introduced on September 23, 2025, and will return for adoption on October 14, 2025. (Salinas Charter Section 11.3) The ordinance would become effective thirty (30) days after its adoption.

CEQA CONSIDERATION:

Not a Project. The City of Salinas has determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378). In addition, CEQA Guidelines Section 15061 includes the general rule that CEQA applies only to activities which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. Because the proposed action and this matter have no potential to cause any effect on the environment, or because it falls within a category of activities excluded as projects pursuant to CEQA Guidelines section 15378, this matter is not a project. Because the matter does not cause a direct or foreseeable indirect physical change on or in the environment, this matter is not a project. Any subsequent discretionary projects resulting from this action will be assessed for CEQA applicability.

CALIFORNIA GOVERNMENT CODE §84308 APPLIES:

No.

STRATEGIC PLAN INITIATIVE:

Cleaning up the Purchasing Ordinance meets the City Council 2025 Strategic Goal of City Services ensuring fiscal responsibility and finance management.

DEPARTMENTAL COORDINATION:

This staff report was coordinated with the Finance Department, City Attorney's Office, and the City Manager's Office.

FISCAL AND SUSTAINABILITY IMPACT:

There is no direct fiscal impact directly associated with approving Salinas Municipal Code Chapter 12 (Purchasing) clean-up.

Fund	Appropriation	Appropriation Name	Total Appropriation	Amount for recommendation	FY 24-25 Operating Budget Page	Last Budget Action (Date, Resolution)
n/a	n/a	n/a	n/a	n/a	n/a	n/a

ATTACHMENTS:

Ordinance