



DATE: September 4, 2013  
TO: Honorable Mayor and City Councilmembers  
FROM: Financial Services Department  
SUBJECT: **ANNUAL PURCHASE ORDERS EXCEEDING \$50,000 FOR FISCAL YEAR 2013-14 FOR FINANCIAL SERVICES DEPARTMENT**

**SYNOPSIS**

Staff recommends that the City Council approve annual purchase orders for services in cumulative amounts over \$50,000 for the Financial Services Department and associated funds; and authorize the Financial Services Director, or designee, to execute the annual purchase orders for FY 2013-14.

**BACKGROUND**

The Financial Services Department determines the amount that will be needed to compensate the contractors for their services during the next fiscal year. Staff procures three written bids for service amounts exceeding \$50,000, unless it is sole-source approved through a professional services agreement. The contractor is selected on criteria of most applicable and best service for the needed purpose at the lowest cost.

**ANALYSIS**

The Financial Services Department solicited proposals in accordance with the City's Procurement of Goods and Services Directive AD-21. The requested purchase orders are listed in the next section providing the vendor name and the amount requested. Although the amounts are less than \$50,000 each for the current fiscal year, the cumulative value of the contracts will exceed \$50,000 during this fiscal year.

**FISCAL IMPACT**

The table below provides information detailing the department's annual purchase orders exceeding \$50,000. Sufficient funds have been budgeted in the Financial Services Department's FY 2013-2014 budget for these purchases.

<b>Vendor</b>	<b>Service</b>	<b>Amount FY13/14</b>	<b>Expense Account Number</b>
The HdL Companies	Property and Sales Tax Consultants	\$27,000	211010101.5305
	CAFR Statistical Report	\$ 600	220000101.5326
The Active Network	Central Cashiering Software/Hardware	\$30,665	211010101.5320
Rancho Santa Fe Security	Parking Revenue Collection Security	\$16,300	211010101.5320
Ventek International	Pay Parking Machine Software and Connectivity	\$27,390	211010101.5320
MGT of America	SB90 Claim Processing	\$11,055	211010101.5326
Questica	Budget Software Reports & Upgrades	\$ 4,000	200010101.5305
	Budget Software Annual Licenses	\$26,000	200010101.5390

**COMMISSION OR COMMITTEE REPORT**

Does not apply.

**CITY ATTORNEY'S ANALYSIS**

Purchases must comply with bid requirements unless a sufficient sole-source justification is provided. Professional services agreements must be reviewed by the City Attorney and approved as to form.

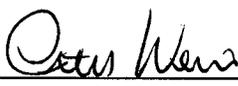
**RECOMMENDATION**

Staff recommends that the City Council approve annual purchase orders for services in cumulative amounts over \$50,000 for the Financial Services Department and associated funds; and authorize the Financial Services Director, or designee, to execute the annual purchase orders for FY 2013-14.

PREPARED BY:

  
 Sheri Brown, Finance Division Manager

SUBMITTED BY:

  
 Peter A. Weiss, City Manager

REVIEWED BY:

Michelle Skaggs-Lawrence, Deputy City Manager   
 Michael Blazenski, Interim Financial Services Director 