



# City of Rialto

## Legislation Details (With Text)

**File #:** 21-0441 **Version:** 1 **Name:**  
**Type:** Agenda Item **Status:** Agenda Ready  
**File created:** 7/12/2021 **In control:** City Council  
**On agenda:** 7/27/2021 **Final action:**  
**Title:** Request City Council to Approve an Increase to the Annual Purchase Order (PO) 2021-0131 for an Additional Amount of \$1,000 for Office Depot for Fiscal Year 2020/21 for Office Supplies Through June 2021 for a Total PO Amount of \$16,000.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Vendor Disclosure Form

Date	Ver.	Action By	Action	Result
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For City Council Meeting [July 27, 2021]

TO: Honorable Mayor and City Council

APPROVAL: Marcus Fuller, City Manager

FROM: Mark P. Kling, Chief of Police

Request City Council to Approve an Increase to the Annual Purchase Order (PO) 2021-0131 for an Additional Amount of \$1,000 for Office Depot for Fiscal Year 2020/21 for Office Supplies Through June 2021 for a Total PO Amount of \$16,000.

### **BACKGROUND**

The Police Department currently uses Office Depot for miscellaneous office supplies.

### **ANALYSIS/DISCUSSION**

The Rialto Police Department issued a Purchase Order (PO) for FY2020/21, in the amount of \$15,000 to Office Depot. The department exceed the initial PO amount due to an increase in usage. The increase is primarily related to the developing, reorganization, and growth of the department. Therefore, the department is requesting an increase to the original PO in the amount of \$1,000 for a total PO amount of \$16,000.

Staff is recommending that City Council approve an increase to PO 2021-0131 for an additional amount of \$1,000 to cover the increased expenses for Fiscal Year 2020/21.

### **ENVIRONMENTAL IMPACT**

The proposed action does not meet the definition of a project as defined by Section 15378 California Environmental Quality Act (CEQA). A "Project" means the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, and excludes the following:

- 1) Continuing administrative or maintenance activities, such as purchases for supplies, personnel-related actions, general policy and procedure making.
- 2) Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

### **GENERAL PLAN CONSISTENCY**

The proposed action is consistent with the following goal of the city's general plan:

**Goal 5-8: Provide effective and comprehensive policing services that meet the safety needs of Rialto.**

### **LEGAL REVIEW**

The City Attorney has reviewed and supports this staff report.

### **FINANCIAL IMPACT**

#### **Operating Budget Impact**

Budget is approved and available in General Fund Account No. 010-500-6150-2021 in current fiscal year 2020/21 for the increase of Office Depot Purchase Order No. 2021-0131 by an additional \$1,000.

Per Rialto Municipal Code Section: 2.48.145 a vendor disclosure form is attached.

#### **Capital Improvement Budget Impact**

This report does not impact the Capital Improvement Budget.

#### **Licensing**

This action does not trigger a requirement for a business license.

### **RECOMMENDATION**

Staff recommends that the City Council approve an increase to Office Depot's Annual Purchase Order No. 2021-0131 from \$15,000 to \$16,000 to cover the increased expenses of office supplies.