

RESOLUTION NO. 26-27-*

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUTTER CREEK
ADOPTING THE REVISED PURCHASING POLICIES AND PROCEDURES MANUAL**

WHEREAS, on March 16, 2020, the City Council adopted Resolution No. 19-20-23, adopting a Purchasing Policies and Procedures Manual; and

WHEREAS, the manual provides guidance to City officials and employees for meeting the City's purchasing requirements as set forth in Chapter 4.29 of the Sutter Creek Municipal Code; and

WHEREAS, the Finance Department has prepared a revised manual dated November 2026 that updates the purchase order threshold and adds provisions addressing recycled-content paper purchases; and

WHEREAS, the City Council desires to adopt the revised manual to guide City purchasing practices and support internal fiscal controls;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Sutter Creek as follows:

1. Adoption and Supersession. The revised City of Sutter Creek Purchasing Policies and Procedures Manual, dated November 2026, attached as Exhibit A and incorporated herein by reference, is hereby adopted. Upon the effective date of this resolution, the revised manual supersedes and replaces the manual adopted by Resolution No. 19-20-23.
2. Implementation. The Finance Department shall maintain the adopted manual, communicate the revisions to City departments, and coordinate implementation of its provisions.
3. Effective Date. This resolution shall take effect upon adoption.

The foregoing resolution was duly passed and adopted at a regular meeting of the City Council of the City of Sutter Creek on November 2, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Claire Gunselman, Mayor

ATTEST:

Alejandra Zambrano, City Clerk