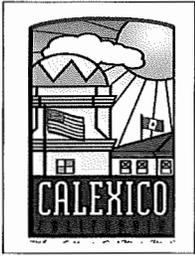


**AGENDA  
ITEM**

**8**



# AGENDA STAFF REPORT

**DATE:** February 20, 2019

**TO:** Mayor and City Council

**APPROVED BY:** David B. Dale, City Manager *DD*

**PREPARED BY:** Miguel Figueroa, Assistant City Manager  
Carlos Campos, City Attorney

**SUBJECT:** Second Reading and Adoption of Ordinance No. 1196 - An Ordinance of the City Council of the City of Calexico Amending the City's Purchasing Policy and Procedures to Increase the Purchasing Authority of the City Manager

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**Recommendation:**

It is recommended that the City Council Adopt Ordinance No. 1196 - An Ordinance of the City Council of the City of Calexico, California, Amending the City of Calexico Purchasing Policy and Procedures to increase the Purchasing Authority of the City Manager from \$10,000 to \$25,000.

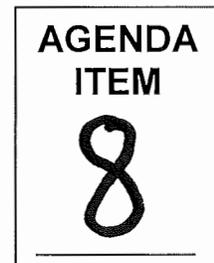
**Background and Discussion:**

California Government Code sections 54202 and 54203 require the City to adopt, by ordinance, a formal purchasing policy that governs the purchase of supplies and equipment by the City. Pursuant to that mandate, on March 6, 2007, the City Council adopted Ordinance No. 1045, which adopted the City's Purchasing Policy and Procedures that limited the purchasing authority of the City Manager to \$10,000.

On February 18, 2014, the City Council adopted Ordinance No. 1153, which increased the purchasing authority of the City Manager from \$10,000 to \$50,000.

At its meeting of October 20, 2015, the City Council adopted Ordinance No. 1165, which reduced the purchasing authority of the City Manager from \$50,000 to \$10,000. The attached draft Ordinance increases the authority of the City Manager to \$25,000.

The City's current limit increases administrative costs and causes purchasing delays due to preparing staff reports and presenting purchasing agenda items to the City Council for approval.



To increase administrative efficiency, Staff recommends amending the purchasing system procedures to provide the City Manager the authority to approve expenditures up to \$25,000. The Finance Director would also be authorized to approve purchases up to \$25,000.

At the meeting of February 6, 2019, Council introduced and approved the first reading by title only of Ordinance No. 1196.

**Fiscal Impact:**

None.

**Coordinated with:**

City Attorney.

**Attachment:**

1. Ordinance No. 1196 - An Ordinance of the City Council of the City of Calexico, California, Amending the City of Calexico Purchasing Policy and Procedures to Increase the Purchasing Authority of the City Manager.

**ORDINANCE NO. 1196**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CALEXICO, CALIFORNIA, AMENDING THE CITY OF CALEXICO PURCHASING POLICY AND PROCEDURES TO INCREASE THE PURCHASING AUTHORITY OF THE CITY MANAGER.**

**WHEREAS**, the City of Calexico ("City") is a municipal corporation and general law city organized and existing under the Constitution and laws of the State of California; and

**WHEREAS**, the City has the authority to enter into contracts to carry out the functions of the City; and

**WHEREAS**, the City is required, under California Government Code sections 54202 and 54203, to adopt by ordinance a formal purchasing policy governing the purchase of supplies and equipment; and

**WHEREAS**, the City's existing purchasing policy was adopted by the City Council on October 20, 2015; and

**WHEREAS**, the City Council desires to revise the existing purchasing policy in the manner reflected in this Ordinance.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CALEXICO DOES HEREBY ORDAIN AS FOLLOWS:**

**SECTION 1.** The City Council finds and determines that each of the findings set forth above are true and correct.

**SECTION 2.** An amended purchasing policy, attached hereto as Exhibit "A," is hereby adopted to increase the purchasing authority of the City Manager.

**SECTION 3.** The amended purchasing policy, attached hereto as Exhibit "A," also authorizes the Finance Director to approve purchases up to \$25,000.

**SECTION 4.** The amended purchasing policy, attached hereto as Exhibit "A", shall supersede and replace the prior purchasing policy that was adopted by the City Council on October 20, 2015.

**EFFECTIVE DATE:** This Ordinance shall become effective thirty days after its adoption; the City Clerk shall certify the adoption of this Ordinance and cause it to be published as required by law.

**INTRODUCED AND FIRST READ** at a regular meeting of the City Council of the City of Calexico on the 6th day of February, 2019; and

**THEREAFTER ADOPTED** at a regular meeting of the City Council of the City of Calexico, California, on the 20th day of February, 2019, by the following vote:

**AYES:**  
**NOES:**  
**ABSENT:**  
**ABSTAIN:**

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Lewis Pacheco, Mayor

**ATTEST:**

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Gabriela Garcia  
City Clerk

**APPROVED AS TO FORM:**

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Carlos Campos  
City Attorney

I, Gabriela T. Garcia, City Clerk, City of Calexico, California, certify that the foregoing Ordinance was adopted by the City Council at a regular meeting of the City Council held on the 20th day of February 2019 and was adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Gabriela T. Garcia, City Clerk