

City of Sacramento

Legislation Text

File #: 2020-00268, **Version:** 1

Title:

Ordinance Amending City Code Relating to the City Manager's Contracting and Purchasing Authority (Passed for Publication 02/25/2020; Published 02/28/2020)

File ID: 2020-00268

Location: Citywide

Recommendation:

Adopt an Ordinance amending Chapters 3.04, 3.54, 3.56, 3.58, 3.60, 3.62, 3.64, 3.68, 3.72, and 18.18 of the Sacramento City Code (SCC) relating to the City Manager's Contracting and Purchasing Authority.

Contact: Robert Adams, Procurement Manager, (916) 808-5524, Department of Finance

Presenter: None

Attachments:

- 1-Description/Analysis
- 2-Ordinance (redline)
- 3-Ordinance (clean)
- 4-Policy-Public Projects (redline)
- 5-Policy-Public Projects (clean)
- 6-Policy-Non-Professional Services (redline)
- 7-Policy-Non-Professional Services (clean)
- 8-Policy-Supplies (redline)
- 9-Policy-Supplies (clean)

Description/Analysis

Issue Detail: Over the past several years there has been a significant increase in the number of contracts requiring Council approval. Council requested an evaluation of contracts approved by the Council to determine if the City Manager's \$100,000 threshold should be increased.

In reviewing the City Manager's contracting and purchasing authority staff evaluated the ten largest California cities. As reflected below more than half of these cities have a signing authority of \$250,000 or more.

City	City Manager Authority ¹	Contract and Purchase Types
Anaheim	\$250,000	All
Fresno	\$133,000	All
Long Beach	\$200,000	All
Los Angeles	\$1,000,000	All
Oakland	\$250,000	All
Sacramento	\$100,000	All
San Diego	\$30,000	Public Projects
	\$100,000	Goods and Services
San Francisco	\$110,000	Supplies
	\$440,000	Public Projects and Services
San Jose	\$1,000,000	Bid
	\$250,000	Services
	\$100,000	No Bid
Santa Ana	\$250,000	Public Projects
	\$50,000	Goods and Services

¹City Manager authority is for less than the amount listed.

Increasing the City Manager's contract and purchasing authority to \$250,000 will significantly expedite these transactions and create efficiencies by reducing the number of reports prepared for Council.

Policy Considerations: Increasing the City Manager's contracting and purchasing authority requires amendments to the SCC, Chapters 3.04, 3.54, 3.56, 3.58, 3.60, 3.62, 3.64, 3.68, 3.72, and 18.18. Once adopted by Council, staff will ensure that all existing applicable policies are updated to reflect this change.

Economic Impacts: None.

Environmental Considerations:

California Environmental Quality Act (CEQA): The proposed activity has no potential for resulting in a physical change in the environment, and therefore is not a project pursuant to the CEQA. The activity is a continuing administrative or maintenance activity, such as the purchases for supplies, personnel-related actions, general policy, and procedure making and is not subject to CEQA. (CEQA Guidelines Section 15378(b)(2).)

Sustainability: Not applicable.

Commission/Committee Action: The Law and Legislation Committee reviewed the proposed ordinance at its February 4, 2020, meeting and voted to forward the ordinance to the City Council for adoption.

Rationale for Recommendation: Staff recommends increasing the City Manager's contracting and purchasing authority to less than \$250,000 in an effort to streamline the procurement process. This limit is similar to the limits established by more than half of the ten largest California cities, as reflected on the previous page. In addition, revisions to section 3.04.010 will provide the City Manager with authority to sign economic development contracts and agreements with other public agencies that are less than \$250,000, creating further efficiencies.

Financial Considerations: There is no financial impact to the City as a result of these administrative changes proposed above.

Local Business Enterprise (LBE): No goods or services are being purchased as a result of this report.