



**STAFF REPORT
TOWN COUNCIL MEETING OF APRIL 14, 2015**

To: Town Council

From: Rick Angelocci, Town Manager

Subject: Second Reading and adoption of an Ordinance 259 amending Chapter 13.12 to increase the Town Manager's contracting authority for the purchase of supplies and services

Date: April 1, 2015

RECOMMENDATION:

Second reading and adoption of an Ordinance 259 amending Chapter 13.12 to increase the authority of the Town Manager to approve contracts for the purchase of supplies and services from \$5,000 to \$15,000.

DISCUSSION:

At the March 10, 2015 Town Council meeting the Council voted 4-1 to approve the first reading of an ordinance amendment increasing the Manager's contracting authority to \$15,000 with Councilmember Ucovich voting no. Staff believes that increasing the Manager's contracting authority to \$15,000 is in line with other jurisdictions and will improve the Town's ability to efficiently deliver services.

CEQA :

Not applicable. The proposed actions will not constitute a "project" within the meaning of CEQA.

FINANCIAL IMPLICATIONS:

None at this time.

Attachments:

1: Ordinance with redlining showing changes to Chapter 13.12

**TOWN OF LOOMIS
ORDINANCE NO. 259**

**AN ORDINANCE OF THE TOWN OF LOOMIS AMENDING
CHAPTER 13.12 OF THE MUNICIPAL CODE – PURCHASING SYSTEM**

Section 1: Amendments. Sections 13.12.070 and 080 of Chapter 13.12 of the Town of Loomis Municipal Code are hereby amended as follows:

3.12.070 Open market procedure.

Purchases of supplies and equipment in the amount of fifteen thousand dollars (\$15,000) or less, and the sale of personal property, of an estimated value in the amount of five thousand dollars (\$5,000) or less, may be made by the purchasing officer in the open market pursuant to the procedure prescribed in this section and without observing the procedure prescribed in Section 3.12.050 or .060, provided, however, all bidding may be dispensed with when the total estimated value is less than one thousand dollars (\$1,000).

A. Minimum Number of Bids. Open market purchases or sales shall, whenever possible, be based on at least three bids, and shall be awarded to the lowest responsible bidder, if a purchase, or to the highest responsible bidder, if a sale.

B. Solicitation of Bids. The purchasing officer shall solicit bids by written requests to prospective vendors, by telephone and/or by public notices posted on a public bulletin board in the Town Hall.

C. Record Required. The purchasing officer shall keep a record of all open market orders and bids for a period of one year after the submission of bids or the pricing of orders. This record, while so kept, shall be open to public inspection.

3.12.080 Service contracts.

A. The town manager is authorized to make and execute written contracts on behalf of the Town for contractual professional, technical and consulting services to be rendered to the town when: (1) the amount of compensation to be paid to the retained professional, technician or consultant thereunder does not exceed the sum of ~~five~~ fifteen thousand dollars (\$15,000), and (2) funds are provided in the current town budget for the payments of such compensation. ~~All~~ as approved by the town council.

B. Consultant Contracts Special Provision. Consultant contracts that will include public meetings shall include a clause in the notice inviting bids, and in the final contract, detailing how the consultant will provide public outreach and education and encourage public participation in the work that will be done for the town, and identify the cost thereof.

C. Consultant contracts that involve professional services of private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms shall be awarded on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. Price may be considered when selecting between firms that have first been determined to be competent and qualified.

Section 2: Severability. If any section, subsection, paragraph, sentence, clause or phrase of this Ordinance for any reason shall be held to be invalid or unconstitutional, the decision shall not affect the remaining portions of the Ordinance. The Council of the Town of Loomis hereby declare that they would have passed this Ordinance and each article, section, subsection, paragraph, sentence, clause or phrase which is a part thereof, irrespective of the fact that any one or more articles, sections, subsections, paragraphs, sentences, clauses or phrases are declared to be invalid or unconstitutional.

Section 3: Effective Date and Posting. This Ordinance shall take effect thirty (30) days after its adoption. The Town Clerk shall cause this Ordinance to be published in the Loomis News and to be posted at three (3) locations within fifteen (15) days after its passage; shall certify to the adoption and posting of this Ordinance; and shall cause this Ordinance and its certification to be entered in the Book of Ordinances of the Town of Loomis.

The foregoing Ordinance was introduced at a regular meeting of the Council of the Town of Loomis held on March 17, 2015, and was ADOPTED AND ORDERED published and posted at a meeting of the Council held on the _____ day of _____, 2015, by the following roll call vote:

AYES:
NOES:
ABSENT:

By: _____
Mayor

ATTEST:

By: _____
Town Clerk