



STAFF REPORT
TOWN COUNCIL MEETING OF FEBRUARY 10, 2015

To: Town Council

From: Rick Angelocci, Town Manager

Subject: Possible increase in the Town Manager's contracting authority for the purchase of supplies, services and equipment

Date: February 10, 2015

RECOMMENDATION:

Direct staff to prepare amendments to the Loomis Municipal Code that increase the Town Manager's authority to approve contracts for the purchase of supplies, services and equipment.

DISCUSSION:

Chapter 13.12 of the Municipal Code establishes the purchasing system for the Town of Loomis. The Town Manager is identified as the Town's "purchasing officer", and charged with overseeing the purchase of supplies, services and equipment for the Town. Chapter 13.12 expressly authorizes the Town Manager, as purchasing officer, to approve certain contracts without Council action so long as the contracting procedures set forth in Chapter 13.12 are followed and, in the case of services, the funds for the work to be performed are identified in the Council-approved budget. The current limit on the Manager's authority is \$5,000 for the purchase of supplies, services and equipment, and for the sale of personal property. Contracts in excess of \$5,000 must be approved by the Town Council. These provisions in the Municipal Code were last revised in 1997.

Staff believes that these numbers are low. If Council is comfortable in concept with increasing the Town Manager's contracting authority, staff will survey other jurisdictions and prepare amendments to Chapter 13.12 that are consistent with good governance and reflect current practices in the region. The amendments proposed will preserve the requirement that funds for purchases must be included in the Council-approved budget.

CEQA :

Not applicable.

FINANCIAL IMPLICATIONS:

None at this time.