

Department Source: Finance

To: City Council

From: City Manager & Staff

Council Meeting Date: March 2, 2026

Re: Amendment to Article X of Chapter 2 – Purchasing Ordinance Revisions

Impacted Ward: Citywide

Executive Summary

This ordinance amends Article X of Chapter 2 of the City Code relating to purchasing. The proposed revisions modernize procurement thresholds and procedures, clarify authority and documentation requirements, expand the use of electronic and alternative solicitation methods, update bidding limits, and incorporate additional safeguards to promote transparency, accountability, and operational efficiency.

If approved, the revisions will update the City's purchasing framework to reflect current industry practices, increase the formal bidding threshold from \$15,000 to \$25,000, clarify emergency and sole source documentation requirements, formalize the use of RFP, RFQUAL, RFEI and RFB processes, authorize limited lease and trade-in authority, and strengthen internal controls while maintaining Council oversight authority.

Discussion

The proposed amendments represent a comprehensive update to Article X – Purchasing. The current ordinance structure has been in place for many years with limited modernization. The revisions are intended to align the City's procurement framework with current operational practices, technology platforms, and industry standards, while reinforcing accountability and defensibility in the expenditure of public funds.

Key revisions include:

- Increasing the formal sealed bidding threshold from \$15,000 to \$25,000 to better reflect current market pricing and administrative efficiency.
- Updating advertising requirements to allow for electronic posting, procurement portals, and other methods determined to be most advantageous, rather than limiting notice to newspaper publication.
- Clarifying documentation requirements for emergency purchases and sole source procurements, and expressly stating that emergency authority does not waive contract execution or documentation requirements.
- Expanding authorization to use Requests for Proposals (RFP), Requests for Qualifications (RFQUAL), and Requests for Expressions of Interest (RFEI) where appropriate.
- Clarifying and expanding authority related to lease agreements for vehicles, equipment, and short-term event space.
- Adding provisions authorizing trade-ins of equipment and software licenses as part of replacement purchases.

- Establishing a structured process for the sale of surplus technology equipment to employees at fair market value, with safeguards to ensure fairness and prevent resale.
- Clarifying change order limitations and approval authority.
- Updating terminology and formatting for clarity and consistency.

These changes are designed to promote efficiency while preserving transparency, competitive procurement principles, and clear documentation standards. The revisions do not reduce City Council authority to approve contracts where required by ordinance or policy. The proposed ordinance has been reviewed internally for legal and operational consistency.

Fiscal Impact

Short-Term Impact: No direct fiscal impact is anticipated from adoption of this ordinance. The revisions are administrative and procedural in nature.

Long-Term Impact: The updates are expected to improve administrative efficiency and flexibility in procurement processes. Any fiscal impact will depend on future purchasing activity and market conditions but is not anticipated to increase overall expenditures.

Strategic & Comprehensive Plan Impact

Strategic Plan Impacts:

Primary Impact: Organizational Excellence, Secondary Impact: Resilient Economy, Tertiary Impact: Not Applicable

Comprehensive Plan Impacts:

Primary Impact: Inter-Governmental Cooperation, Secondary Impact: Economic Development, Tertiary Impact: Infrastructure

Legislative History

Date	Action
07/19/2004	Ordinance No. 18178 adopted; repealed and replaced Article X – Purchasing.
02/21/2011	Ordinance No. 20880 adopted; amended provisions related to public improvements.
01/22/2013	Ordinance No. 21577 adopted; amended bidding thresholds and procurement card provisions.

Suggested Council Action

Approve the ordinance amending Article X of Chapter 2 of the City Code to revise and modernize the City's purchasing regulations as presented.