

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: November 8, 2021
Item No.: 9.d

Department Approval

City Manager Approval



Item Description: Approve Ordinance Amendment to Chapter 103 regarding City Manager Purchasing Authority

BACKGROUND

On October 25, the Roseville City Council adopted a new Purchasing Policy. As part of the policy, the City Manager is allowed to make purchases and enter in contracts under \$10,000 without prior City Council approval. Previously, this limit was set at \$5,000 and state law currently allows this authority up to \$20,000. All expenditures, including those under \$10,000 are listed in the claims reviewed and approved by the City Council at its meetings and are reviewed as part of the annual audit.

Chapter 103.05 of the City Code currently limits the City Manager purchasing authority to \$5,000 and needs to be amended to reflect the increase in purchasing authority. The draft ordinance is shown as Attachment A

POLICY OBJECTIVE

This ordinance amendment will allow for better timeliness and efficiency of purchases by the City in delivering its programs and services.

BUDGET IMPLICATIONS

None

STAFF RECOMMENDATION

Staff recommends the City Council approve the ordinance amendment to Chapter 103 increasing the City Manager's purchasing authority from \$5,000 to \$10,000 as shown in Attachment A.

REQUESTED COUNCIL ACTION

Motion to approve the ordinance amendment to Chapter 103 increasing the City Manager's purchasing authority from \$5,000 to \$10,000 as shown in Attachment A.

Prepared by: Patrick Trudgeon, City Manager (651) 792-7021

Attachments: A: Draft Ordinance Amendment to Chapter 105.

**City of Roseville
ORDINANCE NO.**

AN ORDINANCE AMENDING

TITLE 1, CHAPTER 103, CITY OFFICIALS

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1: Title 1, Chapter 103 of the Roseville City Code is amended to read as follows:

103.05: CITY MANAGER PURCHASING AUTHORITY: The manager shall be the chief purchasing agent of the city. All purchases for the city and all contracts shall be made or let by the manager when the amount of the purchase or contract does not exceed \$10,000 but all claims resulting therefrom shall be audited and approved by the council as provided by law.

SECTION 2: Effective date. This ordinance shall take effect upon its passage and publication.

Passed by the City Council of the City of Roseville this ___ day of _____ 20XX.

Ordinance – Title 1, Chapter 103 City Officials

(SEAL)

CITY OF ROSEVILLE

BY: _____
Daniel J. Roe, Mayor

ATTEST:

Patrick Trudgeon, City Manager

DRAFT