

ORDINANCE NO. 2017-____

AN ORDINANCE AUTHORIZING AN AMENDMENT TO THE
PURCHASING POLICY OF THE CITY OF LEAGUE CITY TO
ALLOW ASSISTANT CITY MANAGERS FURTHER
SIGNATORY AUTHORITY AND OTHER RELATED
MATTERS

WHEREAS, on July 14, 2015, the City Council formally approved the Purchasing Policy of the City of League City ("Policy") through Ordinance 2015-23; and

WHEREAS, in order to improve business efficiency, the City desires to amend the Policy to allow Assistant City Managers to authorize expenditures between \$10,000.01 and \$25,000.00 and authorize the City Manager to make future changes to the Policy;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LEAGUE CITY, TEXAS, as follows:

Section 1. The Purchasing Policy of the City of League City is hereby amended to AMEND section 2-102 to read as follows (changes in red):

§2-102 Signatory Authorities and Approval Thresholds

NOTE: This replaces Signatory Authority Policy and Procedure, dated October 2013.

Generally, the City is required to follow the bidding or proposal procedures outlined in Local Government Code Chapter 252 when it plans to make an expenditure of more than \$50,000. Only the City Council has the authority, or may designate the authority, to commit funds. The City Manager has approved and delegates the following authority:

A. Goods and Services

• \$0 -	\$1,000	Department Designee
• \$1,000.01 -	\$3,000	Department Head
• \$3,000.01 -	\$10,000	Director
• \$10,000.01 -	\$25,000	Assistant City Manager
• \$25,000.01 -	\$50,000	City Manager
• \$50,000.01 and above		City Council Authorization

B. Construction Contract Change Orders

- Per Texas Local Government Code Section 252.048, the original contract price may not be increased or decreased by more than 25%.
- An Assistant City Manager may approve a contract increase or decrease up to \$25,000 in the aggregate, not to exceed 25% of the original contract price.
- The City Manager may approve a contract increase or decrease up to \$50,000 in the aggregate, not to exceed 25% of the original contract price.
- Change orders (increase or decrease) that exceed \$50,000 must be presented to City Council for approval.

Authority to sign contracts or agreements on behalf of the City is granted and delegated as shown above. This applies to all types of documents including, but not limited to: purchase requisitions, contracts for services, leases, rental agreements, service/maintenance agreements, facility use agreements, etc.

Employees granted authority to make and approve purchases, will be held accountable for ensuring that each purchase is made in accordance with this policy and all applicable federal, state, and local law, procedures, directions, and good business practice.

City personnel should be aware that personal financial liability or disciplinary action, up to and including termination of employment, may result if an individual makes purchases without delegated authority as defined.

Special Note: This delegation of authority to obligate is not assignable to others without the express and written consent of the City Manager.

Section 2. The City Manager is authorized and directed to make any further changes to the Purchasing Policy of the City of League City as may be necessary to comply with state procurement law and improve business efficiency.

Section 3. Savings. All rights and remedies which have accrued in favor of the City under this Ordinance and amendments thereto shall be and are preserved for the benefit of the City.

Section 4. Severability. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid, unconstitutional or otherwise unenforceable by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof.

Section 5. Repealer. All ordinances and parts of ordinances in conflict herewith are hereby repealed but only to the extent of such conflict.

Section 6. It is hereby found and determined that the meeting at which this ordinance was passed was open to the public and that advance public notice of the time, place and purpose of said meeting was given as required by law.

PASSED first reading the ____ day of _____, 2017.

PASSED second reading the ____ day of _____, 2017.

PASSED AND ADOPTED the ____ day of _____, 2017.

PAT HALLISEY
Mayor

ATTEST:

DIANA M. STAPP
City Secretary

APPROVED AS TO FORM:

NGHIEM V. DOAN
City Attorney