



Legislation Text

File #: 17-0553, **Version:** 1

Consider and take action on 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 (Assistant City Manager)

Article II Section 21 of the City's Home Rule Charter authorizes the City Manager to "Sign contracts for which neither competitive bidding nor another procurement method is required by state law." This limit is currently \$50,000.

Article VII, Section 14 of the City's Home Rule Charter allows the City Council to, by ordinance, delegate the authority to contract for budgeted expenditures without further approval of the Council.

On July 14, 2015, the City Council approved the delegation of contracting authority as follows:

Section 2-102(A)

- | | |
|--------------------------|-------------------------------------|
| · \$ 0 - \$1,000 | Department designees |
| · \$1,001 - \$2,999.99 | Department heads |
| · \$3,000 - \$10,000 | Department directors |
| · \$10,001 - \$49,999.99 | City Manager or Deputy City Manager |

Section 2-102(B) Construction Contract Change Orders

City Manager or Deputy City Manager may approve Construction Contract Change Orders up to \$50,000 in the aggregate. Construction Contract Change orders \$50,000 + require City Council approval.

In order to efficiently administer the business of the City, staff is proposing the following change in delegation of contracting authority to include both Assistant City Managers (Section 2-102 of the purchasing policy):

- | | |
|--------------------------|----------------------------|
| · \$ 0 - \$1,000 | Department designees |
| · \$ 1,000.01 - \$ 3,000 | Department heads |
| · \$ 3,000.01 - \$10,000 | Department directors |
| · \$10,000.01 - \$25,000 | Assistant City Manager |
| · \$25,000.01 - \$50,000 | City Manager |
| · \$50,000.01 and above | City Council Authorization |

Section 2-102(B) Contract Change Orders

- The original contract price may not be increased or decreased by more than 25% according to LGC 252.048.
- 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.

Staff is requesting approval of this ordinance on first and final reading.

Attachment:

1. Data Sheet
2. Proposed Ordinance

FUNDING

{X } NOT APPLICABLE