

STAFF REPORT*CITY OF OCEANSIDE*

DATE: February 4, 2015

TO: Honorable Mayor and City Councilmembers

FROM: City Manager's Office

SUBJECT: **INTRODUCTION OF AN ORDINANCE AMENDING THE CITY MANAGER'S CONTRACT, PURCHASES, AND IMPROVEMENT AGREEMENTS AUTHORITY TO \$25,000**

SYNOPSIS

Based on Council direction from the January 7, 2015, Council Meeting, staff has drafted an ordinance to be introduced amending Oceanside City Code Chapter 2, Section 2.10(q)(1), "Contracts, Purchases and Improvement Agreements" City Manager authority level to \$25,000.

BACKGROUND

Oceanside City Code currently authorizes the City Manager to enter into contracts, purchases and improvement agreements having a price up to \$50,000.

On January 7, 2015, City Council directed staff to amend the City Manager authority level to \$25,000.

ANALYSIS

In order to amend the authority level as requested, it is necessary for Council to introduce and adopt an ordinance amending the cited City Code.

It is also necessary that Administrative Directive AD-21, "Procurement of Goods and Services Directive" be amended by the Finance Department to reflect this change. Administrative Directives are staff-driven and are not approved by the Council.

This action does not affect City Code 28A.28, "Procurement Procedures for Public Projects" which allows the City Engineer to award informal contracts of \$175,000 or less in certain circumstances; nor does the action affect the current \$25,000 authority limit for Department Directors.

Limiting the City Manager's authorization authority may cause some delays as items previously not requiring Council action will now need to be placed on the Council Agenda.

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FISCAL IMPACT

No direct fiscal impact.

INSURANCE REQUIREMENTS

Does not apply.

COMMISSION OR COMMITTEE REPORT

Does not apply.

CITY ATTORNEY'S ANALYSIS

The referenced documents have been reviewed by the City Attorney and approved as to form.

RECOMMENDATION

Based on Council direction from the January 7, 2015, Council Meeting, staff has drafted an ordinance to be introduced amending Oceanside City Code Chapter II, Section 2.10(q)(1), "Contracts, Purchases and Improvement Agreements" City Manager authority level to \$25,000.

PREPARED BY:



Judy Krueger
Program Specialist

REVIEWED BY:

Michelle Skaggs Lawrence, Assistant City Manager

Jane M. McPherson, Interim Financial Services Director




ATTACHMENTS:

Ordinance

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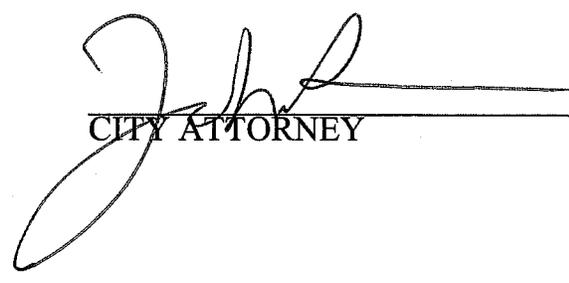
AYES:
NAYS:
ABSENT:
ABSTAIN:

MAYOR OF THE CITY OF OCEANSIDE

ATTEST:

APPROVED AS TO FORM:

CITY CLERK



CITY ATTORNEY

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OCEANSIDE AMENDING CHAPTER 2, SECTION 2.10(Q)(1) OF THE OCEANSIDE CITY CODE AMENDING THE CITY MANAGER'S AUTHORITY TO MAKE PURCHASES AND SIGN CONTRACTS