



AGENDA ITEM ANALYSIS

Project/Issue Name: 26-09 An Ordinance of the City Council Amending Title I, Government Code, Chapter 110, Administration Policies, Article VIII, Authority To Enter Into Contracts Policy, Section 200, Persons Authorized To Enter Into Contracts On Behalf Of The City to Align Purchasing and Contracting Authority with the City's Purchasing Policy.

Submitted By: Bob Ford | Chief Financial Officer

Date: March 17, 2026

Issue Statement

To align the City of Republic's Municipal Code Section 110.200, titled "Persons Authorized to Enter into Contracts on Behalf of the City," with City's newly updated and adopted Purchasing Policy.

Discussion

On February 3, 2026, City Council approved an updated Purchasing Policy, which specifically focuses on the following:

1. The Approved Budget will serve as the governing document and dictate any incremental approvals required by Tier.
 - a. If a specific expenditure is already incorporated in the Approved Budget, then incremental Council Approval is not required.
 - b. However, pursuant to Republic Municipal Code section 135.050, no expenditure will be made which would result in the total expenditures for that Fund to exceed the amount authorized by Council in the Approved Budget.
2. Increased the expenditure range within each Expenditure Tier.
3. Consolidated from five Tiers to four Tiers.
4. Changed the Purchasing Agent from the City Administrator to the Chief Financial Officer.
5. Expanded the authority of the City Administrator and the Mayor in the event of an Emergency.

Purchasing Policy Impact on Section 110.200

Since a purchase begins many times with the execution of a contract, invoice or work order, this new Ordinance will "sync up" who can sign on behalf of the City given the Authority granted by title in each Tier of the Purchasing Policy. Furthermore, this Ordinance expressly incorporates the Purchasing Policy into this section of the Code so future amendments automatically carry through and include the standard legal references required for compliance with state law and the Charter. Additionally, this Ordinance:

- Organizes the distinction of Budgeted versus Non-budgeted into its own subsection for clarity.
- Clearly defines when City Council approval is still required to avoid any unintended expansion of contracting authority.
- Restates the Purchasing Agent role and includes a standard conflicts clause to ensure long-term consistency between the Code and the Purchasing Policy.

Recommendation

Staff recommends approval.