



CITY COUNCIL AGENDA ITEM COVER SHEET

Meeting Date: 05/11/2026

Department: City Manager's Office

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AGENDA ITEM TITLE

Ordinance 26 – 07: Resolution Delegation of Authority to City Manager for Exemptions from Mini-Brooks Act Procurement Requirements

SUMMARY

The purpose of this memorandum is to request that the Trinity City Council consider delegating authority to the City Manager to exempt certain projects from the qualifications-based (QBS) procurement process established under the Mini-Brooks Act.

BACKGROUND

Background

The Mini-Brooks Act establishes a qualifications-based selection process for procuring professional services such as architecture, engineering, surveying, and construction management. While this process ensures fairness, transparency, and high-quality outcomes, it can also be time-intensive and may not always align with the City's operational needs for smaller, urgent, or specialized projects.

Delegating exemption authority to the City Manager would provide administrative flexibility while maintaining accountability. Situations where exemptions may be appropriate include:

- **Small-scale projects** where the cost of formal procurement outweighs the benefit.
- **Time-sensitive or emergency projects** requiring immediate action.
- **Projects involving highly specialized expertise** where a limited pool of qualified providers exist.

- **Continuation of existing work** where maintaining project continuity is in the City's best interest.

Providing this authority would enable the City to respond more efficiently to operational demands without compromising the intent of the Mini-Brooks Act.

RECOMMENDED ACTION

Staff recommend that the Trinity City Council approves and adopts Resolution 26 - 07.

ATTACHMENTS

Resolution 26 – 07