

AN ORDINANCE AMENDING CHAPTER 115 OFFICERS AND EMPLOYEES OF THE CODE OF ORDINANCES, CITY OF BLUE SPRINGS, MISSOURI, RELATING TO AUTHORITY TO ENTER INTO CONTRACTS

WHEREAS, Chapter 115 of the Code of Ordinances, City of Blue Springs, Missouri, authorizes the City Administrator to enter into contracts in an amount not to exceed \$50,000 annually and take certain actions on behalf of the City; and

WHEREAS, it is desirous to amend the City Administrator's authority to enter into contracts to an amount not to exceed \$75,000 annually; and

WHEREAS, it is also desirous to amend the requirement for City Attorney signature approving any contract from \$5,000 to \$10,000; and

WHEREAS, a Resolution amending the City's Purchasing Policy is presented concurrently with this Bill to reflect these changes.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF BLUE SPRINGS, MISSOURI, as follows:

NOTE: LANGUAGE TO BE ADDED IS UNDERLINED. LANGUAGE TO BE DELETED IS SHOWN AS ~~STRICKEN~~. Sections and Subsections not set out herein are not amended or changed.

Section 1. That Subsection 115.160.A of the Code of Ordinances, City of Blue Springs, Missouri, is hereby amended to read as follows:

- A. The City Administrator is hereby authorized to execute on behalf of the City contracts for services, goods or equipment not to exceed fifty seventy-five thousand dollars (~~\$50~~75,000.00) annually, provided that funds have been appropriated within the budget by the City Council and all other provisions of the City's Code, ordinances, resolutions and polices, including any conflict of interest restrictions, have been complied with. Contracts authorized for City Administrator execution include the following:

Section 2. That Paragraph 115.160.A.2.a of the Code of Ordinances, City of Blue Springs, Missouri, is hereby amended to read as follows:

- a. The original contract was approved by the City Administrator and the cumulative amount of the contract including all change orders, amendments, or addenda does not exceed fifty seventy-five thousand dollars (~~\$50~~75,000.00); or

Section 3. That Section 115.240 of the Code of Ordinances, City of Blue Springs, Missouri, is hereby amended to read as follows:

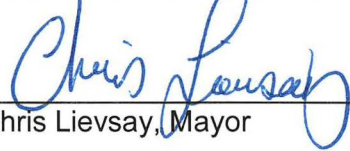
No contract for the purchase of goods or services over the amount of ~~five~~ ten thousand dollars (\$~~5~~10,000.00) shall be entered into, or be valid or binding on the City, unless it is approved as to form by the City Attorney and such approval is shown by signature, electronic or paper, on said contract. ~~No contract shall be binding on the City unless it is on a form approved by the City Attorney's office.~~

Section 4. That this Ordinance shall be in full force and effect from and after its passage and approval.

Section 5. Scrivener's Errors. Typographical errors and other matters of a similar nature that do not affect the intent of this Ordinance, as determined by the City Clerk, may be corrected with the endorsement of the City Administrator without the need to come before the City Council.

PASSED by the City Council of the City of Blue Springs, Missouri, and approved by the Mayor of Blue Springs, this 15th day of July 2024.

CITY OF BLUE SPRINGS


Chris Lievsay, Mayor

ATTEST:


Erin Ford, City Clerk

1st Reading: July 15, 2024
2nd Reading: July 15, 2024

**CITY OF BLUE SPRINGS
CITY COUNCIL INFORMATION FORM**

DATE SUBMITTED: July 1, 2024

SUBMITTED BY: Christine Cates

DEPARTMENT: Administration

<input checked="" type="checkbox"/> Ordinance	<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Presentation	<input type="checkbox"/> Public Hearing
<input type="checkbox"/> Contract	<input type="checkbox"/> Discussion	<input type="checkbox"/> Economic Dev.	<input type="checkbox"/> Other

ISSUE/REQUEST

Adopt a Resolution approving amendments to the City's Purchasing Policy and rescinding Resolution No. 70-2015 adopting the City's Surplus Property Disposal Policy, and passage of a Bill amending Chapter 115 Officers and Employees, Article V - Authorization To Enter Into Contracts And Setting Of Fees regarding the City Administrator's authorization to enter into Contracts.

BACKGROUND/JUSTIFICATION

The City is recommending that low-risk contracts under \$5,000 be approved by Department Directors rather than the Attorney or City Administrator to streamline the approval process and increase operational efficiency. This delegation of authority allows for quicker decision-making and reduces administrative bottlenecks, ensuring that minor contracts can be executed promptly without the need for higher-level oversight. By focusing the Attorney and City Administrator's attention on more significant and complex matters, this change enables the City to better allocate resources and improve overall productivity. Additionally, this approach maintains adequate oversight by restricting this delegation to contracts that pose minimal risk, excluding those that require property liens or insurance verification for the use of city facilities.

The City's Purchasing Policy, last approved on October 16, 2023, by Resolution No.100-2023 is being updated with the following changes:

1. Add a definition for Facility Use Agreement
2. Add authorization for the Assistant Director of Finance to approve purchasing documents previously only approved by the Director of Finance
3. Update the names of purchasing cooperatives approved by Council on June 3, 2024:
 - a. OMNIA Partners per Ordinance No. 5334
 - b. Sourcewell per Ordinance No. 5335
4. Authorize Department Directors to sign low-risk contracts of \$5,000 or less, excluding CDBG Grants requiring property liens and Facility Use Agreements requiring insurance verification.
5. Increase bidding thresholds to account for inflation.
 - a. Purchases between \$10,000.01 and ~~\$25,000.00~~50,000.00:
 - i. Informal bids from at least three (3) vendors required
 - ii. Approval from Department Director
 - b. Purchases between ~~\$25,000.01~~50,000.01 and ~~\$50,000.00~~75,000.00:
 - i. Posting of Request for Bid/Proposal on the City's website
 - ii. Written specifications
 - iii. Formal bids
 - iv. Approval from the City Administrator

- c. Purchases greater than ~~\$50,000.00~~\$75,000.00:
- i. Posting of Request for Bid/Proposal on the City's website
 - ii. Written specifications
 - iii. Formal bids
 - iv. Approval from the City Council unless approval authority has been specifically granted to the City Administrator in Article V~~4~~ Section 115.160 of the Blue Springs Municipal Code. Refer to Exhibit 9 — Ordinance #4538

The Resolution will also rescind Resolution No. 70-2015 passed by the City Council on September 23, 2015 which adopted the City's Surplus Property Disposal Policy (Surplus Policy). Section 115 of the Municipal Code authorizes the City Administrator to develop policies consistent with State law and City Council adopted Ordinances. This Section also authorizes the City Administrator to execute contracts dealing with disposal of surplus property, except real estate. To enable efficient and timely processing of future amendments to the Surplus Policy, it is recommended that Resolution No. 70-2015 be rescinded and future amendments to the Surplus Policy be approved by the City Administrator.

Based on the updated limits, an Ordinance amending Section 115 of the Municipal Code is necessary to increase the City Administrator's approval authority from \$50,000 to \$75,000. The Ordinance will also remove the attorney approval as to form requirement on contracts under \$10,000 and amend the requirement for the City Attorney signature approving the form of all contracts over \$10,000 (previously \$5,000). These changes to the Code will allow the City to process contracts in a more efficient, flexible manner while still maintaining legal oversight on contracts with greater risk or legal complexity.

FINANCIAL IMPACT

Contractor:	N/A
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PROJECT TIMELINE

Estimated Start Date	Estimated End Date
July 15, 2024	N/A

STAFF RECOMMENDATION

Staff recommends approval.

OTHER BOARDS & COMMISSIONS ASSIGNED

Name of Board or Commission:	N/A
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ECONOMIC DEVELOPMENT PROJECT

N/A

LIST OF REFERENCE DOCUMENTS ATTACHED

1. Resolution with amended Purchasing Policy attached as Exhibit A
2. Bill amending the Code relating to Contract Authority

REVIEWED BY:

Requesting Director: Christine Cates	Budget: N/A
Legal: N/A	City Administrator: Christine Cates