

**ORDINANCE NO. 2007-05**  
**AMENDMENT TO TITLE 3, REVENUE AND FINANCE, CHAPTER 3.12,**  
**PURCHASING SYSTEM, OF THE MUNICIPAL CODE OF THE CITY OF AMERICAN**  
**CANYON TO ESTABLISH APPROVAL REQUIREMENTS FOR PURCHASES OF**  
**SUPPLIES AND EQUIPMENT AND SERVICES**

**WHEREAS**, The American Canyon City Council adopted a Fiscal Policy on April 19, 2007 with Approval Requirements for purchases of supplies and equipment and services (specified as Chart "A"),

**NOW THEREFORE**, the City Council of the City of American Canyon does hereby ordain the following amendments to Title 3, Revenue and Finance, Chapter 3.12, Sections 3.12.010, 3.12.120, 3.12.230 as follows:

**Section 3.12.010 Adoption of purchasing system**

In order to establish efficient procedures for the purchase of supplies and equipment at the lowest possible cost commensurate with quality needed, to exercise positive financial control over purchases, to clearly define authority for the purchasing function and to assure the quality of purchases, a purchasing system is adopted. Approval thresholds delineated for purchases of supplies and equipment and services are specified on Chart "A" as shown in this Chapter, in accordance with the Fiscal Policy adopted by the City Council on April 19, 2007.

**Section 3.12.120 Formal (sealed) bid procedures**

Except as otherwise provided in this chapter, public projects, as defined in Section 20161 of the Public Contracts Code, and purchases of supplies and equipment of an estimated value greater than the threshold amount listed on Chart A shall be awarded to the lowest responsible bidder pursuant to the formal bid procedure as hereinafter prescribed.

**Section 3.12.230 Open Market or informal bid procedure**

Purchases of supplies and equipment of an estimated value of less than the amount as specified on Chart "A" may be made by the purchasing agent in the open market pursuant to the procedure prescribed.

**Section 3.12.270 Exception to competitive bidding requirement.**

Notwithstanding any provision of this chapter to the contrary, the competitive bidding procedures and requirements may be dispensed with in any of the following instances:

- E. The City Manager and Department Directors are authorized to enter into contracts for personal services, for professional and consulting services and for other contractual services without observing the bidding procedure provided here where the amount of the contract does not exceed the amount as specified on Chart "A."

**CHART "A"**

**APPROVAL REQUIREMENTS  
PURCHASES OF SUPPLIES & EQUIPMENT AND SERVICES**

Threshold	Department Head	City Manager	City Council
<b>SUPPLIES &amp; EQUIPMENT</b>			
less than \$5,000	✓		
\$5,000 to \$25,000 (requires 3 informal proposals)	✓	✓	
exceeding \$25,000 (requires formal proposals)	✓	✓	☒
<b>SERVICES</b>			
less than \$10,000	✓		
\$10,000 to \$50,000 (requires 3 informal proposals)	✓	✓	
exceeding \$50,000 (requires 3 formal proposals)	✓	✓	☒

Petty Cash Reimbursement Limit                      \$100.00  
 ✓ Denotes signature approval  
 × Denotes Council Authorization

**Effective Date.**

This ordinance shall take effect and be in force thirty (30) days after its adoption.

**PASSED, APPROVED AND ADOPTED** at a regular meeting of the City Council of the City of American Canyon on the 17th day of May 2007, by the following vote:

**AYES:**                      Garcia, Bennett, Coffey, West  
**NOES:**                     None  
**ABSTAIN:**                None  
**ABSENT:**                 West

*Leon Garcia*  
 \_\_\_\_\_  
 Leon Garcia, Mayor

**ATTEST:**   
 \_\_\_\_\_  
 Cherri Walton, Deputy City Clerk

**APPROVED AS TO FORM:**  
*William D. Ross*  
 \_\_\_\_\_  
 William D. Ross, City Attorney