

**STAFF REPORT**  
**City of Lancaster**

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02/14/12
MVB

Date: February 14, 2012

To: Mayor Parris and City Council Members

From: Barbara Boswell, Director of Finance

Subject: **Amendment to Purchasing Ordinance**

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**Recommendation:**

Introduce **Ordinance No. 976**, amending Chapter 3.32 of the Lancaster Municipal Code relating to its Purchasing System.

**Fiscal Impact:**

There will be no financial impact as a result of the adoption of this ordinance.

**Background:**

The City of Lancaster original Purchasing Ordinance was created July 3, 1978 and amended by Ordinance Nos. 70, 464, 710 and 846.

The purpose of the update to the current Purchasing Ordinance is to reflect modern best procurement practices, improve accountability, clarify and establish procurement policy, and implement changes in the law since the adoption of the last Purchasing Ordinance.

The proposed amendment specifically updates the following:

- Adds procedural requirements for contracts.
- A section is added to address purchasing policy violations and unauthorized acts.
- Where appropriate, applicable codes are referenced rather than purchasing thresholds so that when a code is amended, our ordinance will remain current.
- Categories of purchasing that have different competitive selection requirements are segregated so that the requirements of each category are more clearly defined.

It is recommended that the proposed Purchasing Ordinance be introduced at this meeting by the City Council and that the ordinance be placed on the next agenda for a second reading and adoption.

BB:cp

**Attachment:**

Ordinance No. 976