

**THIS IS A DRAFT AND WILL BE REPLACED BY THE FINAL,
SIGNED ORDINANCE ADOPTED BY THE CITY COUNCIL.**

ORDINANCE

AUTHORIZING THE CITY MANAGER OR DESIGNEE TO APPROVE AND EXECUTE ALL FLEET CONTRACTS, CONTRACTS IN AMOUNTS LESS THAN \$1 MILLION FOR ARCHITECTURE & ENGINEERING, CONSTRUCTION, AND PROFESSIONAL AND OTHER SERVICES, AND CONTRACTS IN AMOUNTS LESS THAN \$2.5 MILLION FOR GOODS AND SUPPLIES, WHEN SAID CONTRACT IS FUNDED IN THE BUDGET AND PERMITTED BY LAW AND PROVIDING FOR CHANGES BASED ON CHANGES IN STATE LAW.

* * * * *

WHEREAS, the Charter of the City of San Antonio, at Section 97, enables the City Council to designate certain City Officials to approve and execute contracts for the purchase of supplies, material, or equipment, or for contractual services (goods and services) in amounts less than the amount required to be bid by state law, as long as the item is funded for in the budget after public notice, competitive bids, requests for proposals, or other procedures and safeguards as may be required in such ordinance; and

WHEREAS, on April 12, 2001, by Ordinance number 93760, City Council designated purchasing authority to certain department directors and authorized the City Manager to approve increases in the amounts to the maximum amount authorized by then applicable state statutes; and

WHEREAS, the amount currently required to be bid by state law are contracts for expenditures of more than \$50,000; and

WHEREAS, to reduce procurement timelines and enhance efficiency it has become necessary to revise Section 4, Purchasing Authority, of Ordinance number 93760; and

WHEREAS, it is also necessary to repeal any other ordinances in conflict with the provisions of this ordinance; and

WHEREAS, in furtherance of the spirit and intent of the City Charter, this ordinance will also authorize said actions; **NOW THEREFORE:**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:

SECTION 1. Purchasing Authority.

The Department Director of each Department, or designee, is hereby authorized to approve and execute contracts for a) the purchase of goods and services governed by Chapter 252 of the Texas Local Government Code in the amount of \$3,000 or less, and b) the purchase of professional services in amounts of \$50,000 or less, so long as such contracts are provided for in the City budget, permitted by applicable law and procured in accordance with the City's Administrative

Directive – Purchasing and the Procurement Guidelines and Procedures.

The Director of Finance, Procurement Division, or designee, is hereby authorized to execute contracts for the purchase of goods and services governed by Chapter 252 of the Texas Local Government Code in the amount of more than \$3,000 or up to \$50,000, so long as such contracts are provided for in the City budget, permitted by applicable law and procured in accordance with the City's Administrative Directive – Purchasing and Procurement Guidelines and Procedures.

The City Manager or designee is hereby authorized to approve and execute all fleet contracts, contracts for less than \$2.5 million for goods and supplies, and contracts for less than \$1 million for architecture and engineering, construction, and professional and other services, so long as such contracts are provided for in the City budget, permitted by applicable law and procured in accordance with the City's Administrative Directive – Purchasing and Procurement Guidelines and Procedures.

The City Manager is authorized to approve increases in the amounts established by this Section to the maximum amount authorized by then applicable state statutes.

SECTION 2. Repeal of Conflicting Ordinances. Ordinance No. 2023-11-02-0790, passed and approved on November 2, 2023, is hereby repealed and all other ordinances containing the same subject matter as contained in Section 1 herein and provisions in conflict herewith are hereby repealed.

SECTION 3. Successor Authority. The authority granted by this ordinance is extended to any successor City Manager or Department Director who performs duties comparable to those performed by the City Manager or Director named above, in the event of an organizational restructuring or the creation of new or changed positions or titles.

SECTION 4. Captions. The captions used in each section of this ordinance are for convenience of reference only and are in no way intended to limit or enlarge the provisions contained herein.

SECTION 5. If any provision, section, subsection, sentence, clause or phrase of this ordinance, or the application of same to any person or set of circumstances, is held to be unconstitutional, void, or invalid, the validity of the remaining portions of this ordinance or their application to other persons or sets of circumstances shall not be effected thereby, and all provisions of this ordinance are declared to be severable for that purpose.

SECTION 6. Effective Date. This ordinance is effective immediately upon passage by eight affirmative votes; otherwise it is effective on the tenth day after passage.

LC
__/__/25
Item No. __

PASSED and APPROVED this __ day of _____, 2025.

M A Y O R
Ron Nirenberg

ATTEST:

APPROVED AS TO FORM:

Debbie Racca-Sittre, City Clerk

Andrew Segovia, City Attorney

DRAFT