



Meeting Date: January 14, 2026

TOWN OF MORAGA

STAFF REPORT

To: Honorable Mayor and Councilmembers

From: Katie Bruner, Administrative Services Director

Subject: Proposed Ordinance Repealing and Replacing Moraga Municipal Code Chapter 03.04 (Purchasing System) and Revised Town of Moraga Purchasing Policy

RECOMMENDATION

Waive the first reading and introduce by title only an ordinance repealing and replacing Chapter 3.04 (Purchasing System) of the Moraga Municipal Code (MMC) relating to the Town's Purchases of Services, Supplies and Equipment; adopt a resolution adopting the revised Town of Moraga Purchasing Policy, to be effective March 1, 2026 and find the Ordinance and the updated Purchasing Policy Exempt from CEQA pursuant to Section 15061(b)(3) of the CEQA Guidelines.

BACKGROUND

Moraga Municipal Code (MMC) Chapter 3.04 outlines the Town's purchasing system, pursuant to State Government Code sections 54201 through 54205, and establishes procedures for the purchase of services, supplies and equipment.

The Town's Purchasing Ordinance was last updated in 2019, increasing the Town Manger's spending authority from \$15,000 to \$25,000. Staff recommends updating the Purchasing Ordinance as included in Attachments A and B and adopting an updated Purchasing Policy (Attachment D).

DISCUSSION

Purchasing Ordinance

MMC Chapter 3.04 outlines the Town's current purchasing system, including purchasing authority and bidding procedures for non-public works projects. Staff recommends removing these details from MMC Chapter 3.04 and instead have the ordinance refer to a Town Purchasing Policy which shall be adopted by resolution of the Town Council.

Including details such as purchasing authority and bidding procedures within the MMC Section 3.04 requires that any change to the ordinance take effect 30 days after the 2nd reading and adoption of the ordinance, which delays recommended efficiencies and updated purchase authority. The recommended change in the ordinance maintains Town Council direction and authority over Town purchasing authority and procedures. At the same time, it will also allow for future changes to the Town’s purchasing authority and procedures to be updated through the policy only, which will result in a streamlined update process.

Purchasing Policy

The Town's Purchasing Policy was last updated in 2022. Staff is recommending the following revisions to the Policy to achieve the following objectives:

- Adjust purchasing authority threshold to reflect changes in the economy, marketplace, and the Town’s operational needs;
- Standardize procedures to promote organizational efficiency;
- Reinforce existing Town purchasing values of ethics and transparency to maintain the public’s trust; and
- Continue to encourage fair and open competition among potential contractors.

The proposed updated policy separates administrative practices from policy, allowing the Town to adapt processes as technology and organizational needs change. The updated policy also includes concise information about types of purchases and requirements, and a section on ethics to document existing standards and practices.

Purchasing Authority

The recommended policy clearly defines purchasing authority and other standards for policy enforcement, including competitive purchasing thresholds. Staff recommends a purchasing authority threshold of \$75,000 for the Town Manager, as shown in the table below.

| Current Purchase Authority | Recommended Purchase Authority | Approver |
|-----------------------------------|---------------------------------------|---------------------|
| \$0-\$10,000 | \$0-\$30,000 | Department Director |
| \$10,000-\$25,000 | \$30,000 - \$75,000 | Town Manager |
| \$25,000 + | \$75,000 + | Town Council |

Purchasing limits have not been adjusted since 2019 and have do not reflect the impact of

inflation on purchasing power. Staff also surveyed the purchasing thresholds of other cities in Contra Costa County, of which nine have a spending threshold of \$60,000 or greater. Seven jurisdictions have a spending threshold of \$75,000 or greater.

| | |
|-----------|---|
| \$175,000 | Lafayette |
| \$125,000 | Walnut Creek |
| \$100,000 | Oakley, San Ramon |
| \$ 95,000 | Concord |
| \$ 75,000 | Pittsburg, Martinez |
| \$ 60,000 | Clayton, Orinda |
| \$ 50,000 | Antioch, Brentwood, Hercules, San Pablo |
| \$ 45,000 | El Cerrito, Pinole |
| \$ 25,000 | Danville, Pleasant Hill |
| \$ 10,000 | Richmond |

Based on this information, staff recommends adjusting the Town Manager's purchasing authority to \$75,000. This also aligns with the "Force Work" or "Negotiated Contract" limit currently set by the California Uniform Public Construction Cost Accounting Act (CUPCCA), which the Town participates in for public works contracts. Force work or negotiation contracts are projects that public agencies can perform without going through an informal or formal bid process.

Additionally, the updated Policy clarifies that the purchasing authority is the cumulative, multi-year dollar threshold (compared to annual). Therefore, purchasing thresholds at all levels were increased to account for potentially higher multi-year contract amounts.

Updating the purchasing authority and policy will modernize practices, improve transparency, and increase efficiency of the Town's purchasing practices.

FISCAL IMPACT

There is no direct fiscal impact associated with this action. Purchases made by the Town must also have sufficient budget appropriation before the purchase may be executed. Town Council must approve any increases in budget appropriation outside of the budget adoption process.

CEQA COMPLIANCE

The proposed Purchasing Ordinance and updated Purchasing Policy is exempt from the provisions of the California Environmental Quality Act (CEQA), under Section 15061(b)(3) of the CEQA Guidelines (14 Cal. Code Regs. 15000 et seq.) because it can be seen with certainty that there is no possibility that the adoption of this Ordinance and Policy may have a significant effect on the environment since they both make administrative changes and do not specifically approve any purchase.

ALTERNATIVES

1. Adopt the proposed resolution and introduce the prepared ordinance with changes; or
2. Do not adopt the proposed Resolution or introduce the prepared ordinance and provide

direction to staff.

NEXT STEPS

If approved, staff will return with a second reading and adoption of the updated Purchasing Ordinance on January 28, 2026. If approved, the ordinance and updated Purchasing Policy will be effective March 1, 2026.

ATTACHMENTS

[Attachment A - Proposed Ordinance Repealing and Replacing Chapter 3.04.docx](#)

[Attachment B - MMC Chapter 3.04 - REDLINED.docx](#)

[Attachment C - Draft Resolution - Purchasing Policy.docx](#)

[Attachment D - Draft 2026 Purchasing Policy.pdf](#)