



Meeting Date: January 28, 2026

TOWN OF MORAGA

STAFF REPORT

To: Honorable Mayor and Councilmembers

From: Katie Bruner, Administrative Services Director

Subject: Adoption of Ordinance Repealing and Replacing Moraga Municipal Code Chapter 03.04 (Purchasing System)

RECOMMENDATION

Waive the second reading and adopt 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; and find the Ordinance 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. On January 14, 2026, Town Council waived the first reading and introduced by title and update to the Purchasing Ordinance as included in Attachments A and B. On January 14, 2026, Town Council also approved an updated Purchasing Policy, which will go into effect March 1, 2026.

DISCUSSION

MMC Chapter 3.04 outlines the Town's current purchasing system, including purchasing authority and bidding procedures for non-public works projects. 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.

The Town's updated purchasing policy, which will go into effect March 1, 2026, includes the following revisions:

- Adjusts purchasing authority threshold from \$25,000 to \$75,000 to reflect changes in the economy, marketplace, and the Town's operational needs;
- Standardizes procedures to promote organizational efficiency;
- Reinforces existing Town purchasing values of ethics and transparency to maintain the public's trust; and
- Continues to encourage fair and open competition among potential contractors.

On January 14, 2026, Town Council introduced an ordinance repealing and replacing MMC Chapter 3.04 (Purchasing System). The Council did not propose any changes to the ordinance at that meeting. The item before Council is the second reading and adoption of the ordinance.

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 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. Waive the second reading and adopt the prepared ordinance with changes; or
2. Do not waive the second reading and do not adopt the prepared ordinance and provide direction to staff.

NEXT STEPS

If approved, the ordinance will be effective March 1, 2026.

ATTACHMENTS

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

[Attachment B - MMC Chapter 3.04 Redlined](#)