



# City of Las Cruces<sup>®</sup>

PEOPLE HELPING PEOPLE

## Council Action and Executive Summary

Item # 12

Ordinance/Resolution# 2643

For Meeting of January 3, 2012  
(Ordinance First Reading Date)

For Meeting of January 17, 2012  
(Adoption Date)

**TITLE: AN ORDINANCE AMENDING LAS CRUCES MUNICIPAL CODE, SECTION 24-61, TO MODIFY THE STRUCTURE OF THE SELECTION ADVISORY COMMITTEE TO REFLECT ORGANIZATIONAL CHANGES WITHIN THE CITY OF LAS CRUCES.**

**PURPOSE(S) OF ACTION:**

To modify the structure of the Selection Advisory Committee.

<b>COUNCIL DISTRICT:</b> N/A		
<b><u>Drafter/Staff Contact:</u></b> Monica Campbell	<b><u>Department/Section:</u></b> Legal/City Attorney	<b><u>Phone:</u></b> 541-2128
<b><u>City Manager Signature:</u></b>	 for CM.	

**BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:**

The Selection Advisory Committee ("SAC") is an operational board tasked with selecting qualified vendors within the professional and technical services procurement process.

As the result of recent management and department changes within the City of Las Cruces, staff determined that modification of the structure of the SAC should accurately reflect the organizational changes within the City.

Staff proposes to modify the structure of the SAC by replacing the current Facilities Department head with the new Transportation Department head, and by designating the Assistant City Manager/Chief Administrative Officer as a nonvoting member and the chair of the SAC.

**SUPPORT INFORMATION:**

1. Ordinance.
2. Attachment "1". Changes made to LCMC 1997, Section 24-61, in legislative format.

**SOURCE OF FUNDING:**

Is this action already budgeted?  N/A	Yes	<input type="checkbox"/>	See fund summary below
	No	<input type="checkbox"/>	If No, then check one below:
	<i>Budget Adjustment Attached</i>	<input type="checkbox"/>	Expense reallocated from: _____
		<input type="checkbox"/>	Proposed funding is from a new revenue source (i.e. grant; see details below)
		<input type="checkbox"/>	Proposed funding is from fund balance in the _____ Fund.
Does this action create any revenue?  N/A	Yes	<input type="checkbox"/>	Funds will be deposited into this fund: _____ in the amount of \$_____ for FY_____.
	No	<input type="checkbox"/>	There is no new revenue generated by this action.

**BUDGET NARRATIVE**

N/A
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**FUND EXPENDITURE SUMMARY:**

Fund Name(s)	Account Number(s)	Expenditure Proposed	Available Budgeted Funds in Current FY	Remaining Funds	Purpose for Remaining Funds
N/A	N/A	N/A	N/A	N/A	N/A

**OPTIONS / ALTERNATIVES:**

1. Vote "Yes"; this will modify the structure of the SAC to reflect recent management and department changes within the City of Las Cruces.
2. Vote "No"; this will mean that the structure of the SAC will remain as currently stated in the ordinance.
3. Vote to "Amend"; this could include modifications to the proposed structure of the SAC.
4. Vote to "Table"; this could result in a delay of modifications to the structure of the SAC, or result in no modifications made to the structure of the SAC.

**REFERENCE INFORMATION:**

N/A.

COUNCIL BILL NO. 12-021  
ORDINANCE NO. 2643

**AN ORDINANCE AMENDING LAS CRUCES MUNICIPAL CODE, SECTION 24-61, TO MODIFY THE STRUCTURE OF THE SELECTION ADVISORY COMMITTEE TO REFLECT ORGANIZATIONAL CHANGES WITHIN THE CITY OF LAS CRUCES.**

The City Council is informed that:

**WHEREAS**, the Selection Advisory Committee (“SAC”) is an operational board of the City of Las Cruces (“City”) tasked with selecting qualified vendors within the professional and technical services procurement process; and

**WHEREAS**, due to recent management and department changes within the City, staff has determined that modification of the structure of the SAC should accurately reflect the organizational changes within the City; and

**WHEREAS**, it is proposed that the structure of the SAC be modified by replacing the current Facilities Department head with the new Transportation Department head, and by designating the Assistant City Manager/Chief Administrative Officer as the ex-officio, non-voting chair of the SAC.

**NOW, THEREFORE**, Be it ordained by the governing body of the City of Las Cruces:

(I)

**THAT** LCMC 1997, Section 24-61. – *Selection advisory committee*, is amended to read as follows:

**Sec. 24-61. – Selection advisory committee.**

(a) There is a selection advisory committee which shall consist of the utilities, public works, transportation, and community development department heads, and a section director from finance designated by the assistant city manager/chief

administrative officer as permanent members. For each request for proposal, there are temporary members comprised of two representatives designated by the city manager based on the type of professional services being acquired and a representative of the department for which the professional services are being acquired.

(b) A member of the selection advisory committee shall serve until a successor is appointed. An alternate may be designated by any member to attend in that member's place.

(c) The assistant city manager/chief administrative officer shall serve as a nonvoting member and chair for the selection advisory committee. The assistant city manager/chief administrative officer will designate a vice chair from the permanent members.

(d) The city's purchasing manager or designee shall serve as staff coordinator for the selection advisory committee.

(e) The selection advisory committee shall develop and, from time to time, amend operating procedures. Said procedures must be adopted by resolution of the city council.

**(II)**

**THAT** City staff is hereby authorized to do all deeds as necessary in the accomplishment of the herein above.

**DONE AND APPROVED** on this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

(SEAL)

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

VOTE:

Mayor Miyagishima: \_\_\_\_\_

Councillor Silva: \_\_\_\_\_

Councillor Smith: \_\_\_\_\_

Councillor Pedroza: \_\_\_\_\_

Councillor Small: \_\_\_\_\_

Councillor Sorg: \_\_\_\_\_

Councillor Thomas: \_\_\_\_\_

APPROVED AS TO FORM:

  
\_\_\_\_\_  
City Attorney

**Sec. 24-61. – Selection advisory committee.**

(a) There is a selection advisory committee which shall consist of the utilities, ~~finance~~, public works, ~~faeilities~~ transportation, and community development department heads and a section director from finance designated by the assistant city manager/chief administrative officer as permanent members. For each request for proposal, there are temporary members comprised of two representatives designated by the city manager based on the type of professional services being acquired and a representative of the department for which the professional services are being acquired.

(b) A member of the selection advisory committee shall serve until a successor is appointed. An alternate may be designated by any member to attend in that member's place.

(c) ~~The finance officer, as the department head responsible for the procurement process~~ assistant city manager/chief administrative officer shall serve as a nonvoting member and chair for the selection advisory committee. The assistant city manager/chief administrative officer will designate a vice chair from the permanent members.

(d) The city's purchasing manager or designee shall serve as staff coordinator for the selection advisory committee.

(e) The selection advisory committee shall develop and, from time to time, amend operating procedures. Said procedures must be adopted by resolution of the city council.