



City Council Communication

AGENDA DATE: August 3, 2026

LEGISTAR ITEM #: Ord 2797

PRESENTER: Lee Zarzecki
Office

DEPARTMENT: City Attorney's Office

☒ Ordinance	☐ Resolution	☐ Public Hearing
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REQUEST

The City Attorney's Office is requesting approval of an ordinance amending Section 2-4201 of the Commerce City Revised Municipal Code (CCRMC) to align with the requirements of the City's updated Procurement Policy and to clarify the City's contract signature and approval requirements.

BACKGROUND

Section 2-4201 of the CCRMC is entitled "Contracts" and outlines the requirements for approval and execution of City contracts. Section 2-4201 is also closely connected to the City's Procurement Policy, which governs how the City selects vendors for many of the City's contracts.

During a Council Study Session on July 13, 2026, City Council discussed revisions to the City's existing Procurement Policy. Council anticipates considering approving the revised Procurement Policy at its August 17, 2026, meeting and Ordinance 2797 is presented for City Council consideration to revise Section 2-4201 of the City of Commerce City Revised Municipal Code to align with the proposed revisions to the City's Procurement Policy. Ordinance 2797 also revises Section 2-4201 to simplify the section and clarify the City's requirements for contract execution and approval. The updated Procurement Policy will contain the requirement that City Council will continue to approve the award of contracts over \$250,000.

FINANCIAL IMPACT

Contractor	N/A
Amount of Request/Contract	N/A

CITY COUNCIL COMMUNICATION CONTINUED

Amount Not To Exceed	N/A
Amount Budgeted	\$0
Budget Year	FY2026
Funding Source	N/A
Additional Funds Needed	\$0
Funding Source (if funds needed)	N/A

JUSTIFICATION

☐ Council Goal	☐ Strategic Plan	☐ Work Plan	☒ Legal
Citation	Revisions to City of Commerce City Revised Municipal Code		

AVAILABLE ACTIONS

• Available Action #1. Approve Ordinance 2797 as submitted. • Available Action #2. Propose amendment to Ordinance 2797. • Available Action #3. Provide additional or new direction to City Attorney. • Available Action #4. Maintain status quo.
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STAFF RECOMMENDATION

City Attorney recommends Action #1, approve the ordinance as submitted.
