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CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

Through: James R. Elensky, City Manager

From: Omar DeJesus, CPA, Finance Director

Date: January 16, 2024

Subject: Ordinance No. 24-2064 – Purchasing Policy Update – First Reading

Executive Summary

Adopt an ordinance updating the established City Purchasing Policy and purchasing functions as required by Section 6.07 of the City Charter.

Staff Contact: Omar DeJesus, CPA

Introduction

The intent of this item is to obtain Commission's approval to update the City's Purchasing Policy to create efficiencies while still being fiscally responsible.

Background

The proposed update to the City's Purchasing Policy seeks to streamline current procurement procedures and ensure fiduciary compliance with current legal and ethical standards. This revision aims to optimize the purchasing process, promoting efficiency and accountability, while aligning with the City's objectives and values.

The second public reading will be held at the February 1, 2024 City Commission meeting.

Major Highlights:

- Increased Purchasing Thresholds:
 - Increased Written Quotes threshold range from \$5-\$25k to \$5-50K
 - Added Finance Director Threshold for purchases up to \$25K
 - Increased the bid solicitation and City Manager threshold from \$25,000 to \$50,000
- Amend Change Order limit to remove \$25,000 restriction
- Updated Sole Source requirement consistent with F.S. 287.057.
- Updated Emergency Purchases to include newly implemented Emergency Purchase Authorization Form and procedures.



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- Added Grant compliance language
- Update Exceptions list
- Expanded Purchase Order section to reflect operational controls implemented

Organizational Goal(s)

Financial: Develop and maintain fiscal policies based on program and performance measures while engaging community involvement.

Budget Impact

There is no budget impact for fiscal year 2024.

Recommendation

Staff recommends City Commission approval to update the City's Purchasing Policy to create efficiencies while still being fiscally responsible.