

M E M O R A N D U M

TO: Tom Harmer, Town Manager

From: Carolyn Brown, Director, Support Services
Kari Kennedy, Procurement Manager

Report Date: October 20, 2022

Meeting Date: November 7, 2022

Subject: Ordinance 2022-07, Amending Chapter 38, Purchasing Procedures

Recommended Action

Adopt Ordinance 2022-07.

Background

Article III, Section 4(i), of the Town Charter, designates the Town Manager to serve as purchasing agent for the Town. In staff's on-going efforts to provide consistency throughout the Town Code, maintain compliance with Statutory requirements, remove obsolete regulations, and provide for consistency with procurement practices currently in use, staff, in conjunction with the Town Attorney's office, has completed a comprehensive review of Chapter 38, Purchasing Procedures, of the Town Code.

Ordinance 2022-07 was presented at the October 17, 2022 Regular Meeting. Following the first reading, the Town Commission forwarded the Ordinance to the November 7, 2022, Regular Meeting for second reading and public hearing with no changes recommended to the ordinance. Second reading and public hearing of Ordinance 2022-07 has been advertised.

Staff Recommendation

Adopt Ordinance 2022-07.

Attachments (Available in Town Clerk's Office)

- A. Ordinance 2022-07 (version with edits)
- B. Ordinance 2022-07 (clean version with edits included)

End of Agenda Item