

M E M O R A N D U M

TO: Howard Tipton, Town Manager
From: Carolyn Brown, Director, Support Services
Kari Kennedy, Procurement Manager
Report Date: April 6, 2023
Meeting Date: May 1, 2023
Subject: Ordinance 2023-05, Amending Chapter 38, Purchasing Procedures

Recommended Action

Pass Ordinance 2023-05 on first reading and forward it to the June 5, 2023, Regular Meeting for second reading, public hearing, and adoption.

Background

On November 7, 2022, the Town Commission passed Ordinance 2022-07 which included multiple changes to the Procurement Code, providing consistency throughout the Code, maintaining compliance with statutory requirements, removing obsolete regulations, and providing for consistency with procurement practices that were in use.

In staff's on-going efforts to maintain compliance with statutory requirements yet at the same time continually strive to find operational efficiencies, staff, in conjunction with the Town Attorney's office, has reviewed two sections of Chapter 38, Procurement Procedures, of the Town Code.

Proposed revisions include raising purchasing authority and the threshold for the procurement of supplies, services or construction items without having to obtain quotes or bids from \$3,000 to \$5,000 to the following two sections of the Code:

- 38.15 - Department Director purchasing authority
- 38.18 (A), (B) – Procedure for securing quotes and bids

This change is requested due to inflation and other cost increases for goods and services. It will allow flexibility and expand staff's ability to expeditiously make purchases needed for the continuity of operations.

Adoption of Ordinance 2023-05 will update Chapter 38 of the Town Code with the changes noted above.

Staff Recommendation

Pass Ordinance 2023-05 on first reading and forward it to the June 5, 2023, Regular Meeting for second reading, public hearing, and adoption.

Attachments (Available in Town Clerk's Office)

- A. Ordinance 2023-05 (version with edits)
- B. Ordinance 2023-05 (clean version with edits included)
- C. PowerPoint Presentation

End of Agenda Item