

RESOLUTION NO. 02-16

A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO PROCUREMENT; AUTHORIZING THE ASSISTING VILLAGE MANAGER TO PROCURE GOODS AND SERVICES UP TO AN AMOUNT OF \$5,000.00 WITHOUT PRIOR COUNCIL APPROVAL; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Village is engaged in the start-up of municipal government and the provision of initial government services; and,

WHEREAS, it is necessary to procure goods and services to implement the Village government; and,

WHEREAS, art. III, sec. 3.3(9) of the Village charter authorizes the Village Manager to execute contracts as authorized by the Council; and,

WHEREAS, the Mayor and Village Council desire to authorize the Assisting Village Manager to procure goods and services for amounts not to exceed \$5,000.00 per contract.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, AS FOLLOWS:

Section 1. The Assisting Village Manager is authorized to enter into contracts to purchase goods and services for amounts not to exceed \$5,000.00 per contract without prior Council approval. The Assisting Village Manager shall maintain competitive conditions in the purchase of goods and services. Until such time as funds are provided by Miami-Dade County, or from another funding source, the contracts will provide that the vendor shall be paid upon receipt of funds by the Village. This authorization shall expire upon the enactment of a procurement ordinance or as otherwise determined by the Council.

Section 2. This resolution shall take effect immediately upon approval.

PASSED and ADOPTED this 18th day of November, 2002.



Attest:

[Signature]
Edward Ludovici
Acting Village Clerk

[Signature]
Eugene P. Flinn, Jr.
Mayor

APPROVED AS TO FORM:

[Signature]
Earl G. Gallop,
Village Attorney

FINAL VOTE AT ADOPTION:

- Council Member Ed Feller A
- Council Member Paul Neidhart A
- Council Member John Breder A
- Vice-Mayor Linda Robinson A
- Mayor Eugene P. Flinn, Jr. A

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To: Honorable Mayor, Vice Mayor
& Village Council

Date: November 16, 2002

From: Charles Scurr
Advising Village Manager

Updates
Re: Agenda Item C
Procurement

REQUEST

A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO PROCUREMENT; AUTHORIZING THE ASSISTING VILLAGE MANAGER TO PROCURE GOODS AND SERVICES UP TO AN AMOUNT OF \$5,000.00 WITHOUT PRIOR COUNCIL APPROVAL; PROVIDING AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

The Village will be procuring various goods and services, both during start-up and during normal operation. Many of these purchases will be relatively small in nature.

The Village Charter is silent on the matter of approval authority required for different levels of purchases. Governments typically provide differing levels of approval based on the size of the purchase. This is done to expedite the process for smaller purchases and to not bog down the Village Council with matters that are minor, routine and ministerial in nature. Examples would include purchase of items such as office supplies and equipment.

It should be specifically noted that this is not a waiver of competitive bidding. Competitive procurement would be maintained on all purchases. This resolution only deals with the threshold of purchase that would be brought to the Council for approval.

It is recommended that the threshold level of \$5,000.00 be established. For competitive purchases below \$5,000.00 the Village Manager would have authority. Any purchase over \$5,000.00 would be brought to the Council for approval. This is a relatively low threshold, but should serve the Village well in the start-up phase.

RECOMMENDATION

Approval is recommended.