

**RESOLUTION NO. 2018-223**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF COCONUT CREEK, FLORIDA, REPEALING RESOLUTION NO. 2002-134 RELATING TO THE CITY MANAGER'S AUTHORITY TO EXPEND FUNDS; PROVIDING FOR NEW REGULATIONS RELATED TO THE CITY MANAGER'S AUTHORITY TO EXPEND FUNDS AS PROVIDED BY THE CITY BUDGET WITHIN THE LIMITATIONS HEREINAFTER SET FORTH AND REPEALING RESOLUTION NO. 2014-11 RELATING TO DISPOSAL OF SURPLUS PROPERTY; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the purpose of the purchasing guidelines is to provide for efficient, ethical, fair, competitive, and transparent policies and procedures and to safeguard the quality and integrity of the procurement system for the City; and

**WHEREAS**, in 2002, the City Commission approved Resolution No. 2002-134 related to the City Manager's authority to expend funds as provided by the City budget; and

**WHEREAS**, the recommended changes consist of the addition of new policies, including: Professional Services – Annual Financial Auditor, Procurement for Disasters and Declared States of Emergency, FEMA Contract Requirements for Reimbursement, Contract Administration, Vendor Quality Assurance, Florida Statutes Applicable to Local Procurement Services, and Purchasing Levels/Thresholds; and

**WHEREAS**, the recommended changes also include granting the City Manager the authority to make budgeted expenditures to obtain goods, services, and equipment in accordance with the attached Purchasing Policies and Procedures Manual, and providing for the City's participation in governmental cooperative purchasing groups; and

**WHEREAS**, in 2014, the City Commission approved Resolution No. 2014-11 related to the Finance Director's authority to dispose of surplus property, but a lot of the references therein are obsolete; and

**WHEREAS**, the City Commission of the City of Coconut Creek finds this resolution to be in the best interest of the residents of the City.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF COCONUT CREEK, FLORIDA:**

**Section 1:** That Resolution Nos. 2002-134, relating to the City Manager’s authority to expend funds, and 2014-11, relating to the Finance Director’s authority to dispose of surplus property, are hereby repealed and that the new regulations relating to the City Manager’s authority are set forth below.

**Section 2:** That the City Manager is hereby authorized to expend funds appropriated in the approved budget in accordance with the Purchasing Policies and Procedures Manual attached hereto as Exhibit “A,” as may be amended from time to time.

**Section 3:** That the City Commission hereby authorizes the City’s participation in co-operative groups and piggyback contracts.

**Section 4:** That the head of each department and all staff members responsible for purchasing in the City of Coconut Creek are hereby directed to actively consider and participate in joint or co-operative purchasing efforts, where savings can be realized.

**Section 5:** That the City Manager is hereby authorized to expend funds appropriated in the approved budget through purchases off State of Florida, Federal General Services Administration (GSA) or Co-operative Group Contracts and/or piggyback contracts from other Governmental Unit Contracts without City Commission approval or without the City obtaining bids or quotations.

**Section 6:** That for purchases not made off State, Federal, or Co-operative Group Contracts or piggybacked from other Governmental Unit Contracts, the City Manager is authorized to expend funds appropriated in the approved budget upon the following conditions:

<b>Purchase Amounts</b>	<b>Requirement</b>
\$0.00 - \$2,999.99	No quotes required
\$3,000 to \$49,999.99	At least three (3) written quotations required
\$50,000 and over	Formal sealed bids required and approved by City Commission unless otherwise specified in this policy.

**Section 7:** That when goods or services can be obtained only from one vendor, the City’s purchasing records shall contain sufficient documentation to substantiate the purchase as sole source. Sole source/single source purchases of \$50,000 or more shall require City Commission approval.

**Section 8:** That the acquisition of professional architectural, engineering, landscape architectural, or surveying and mapping services shall be made pursuant to the Consultants' Competitive Negotiation Act, Section 287.055, Florida Statutes, and any amendments thereto.

**Section 9:** That in those cases where an emergency situation exists, the quote and bid requirements contained herein may be waived by the City Manager as provided by law. Emergency situations are defined as those in which the operation of a City Department would be severely hampered or when the protection and preservation of life or property would be impaired by following normal procedures.

**Section 10:** That this Resolution shall be in full force and effect immediately upon its adoption.

**Adopted this 11<sup>th</sup> day of October, 2018.**

\_\_\_\_\_  
Joshua Rydell, Mayor

Attest:

\_\_\_\_\_  
Leslie Wallace May, City Clerk

Rydell     Nay  
Welch     Aye  
Tooley    Aye  
Sarbone   Aye  
Belvedere Aye