



THE SUNRISE CITY

FORT PIERCE
FINANCE DEPARTMENT
Florida



TO : Nick Mimms, City Manager

FROM : Johnna Morris, Director of Finance

RE : **Recommendation for the Revision of the City's Purchasing
Authorization Levels & Contract Approvals**

DATE : May 11, 2018

As we continue to review our policies and procedures to make sure we are operating in the most efficient manners and that we continue to provide a customer friendly atmosphere, these recommendations come to revise the City's purchasing authorization levels and contract approvals.

As the cost of goods and services has increased, our approval level has remained unchanged. Consequently, small purchases with fund allocations that have been approved during the budget process are being submitted for Commission approval and duplicating the procurement approval process. Currently all purchases \$10,000 and above must be approved by City Commission. This authorization level has been in place for many years and is not in accordance with our neighboring municipalities (chart attached), as well as others statewide. To help streamline our process and help better serve our customers, it is recommended that we amend the purchasing authorization level from \$10,000 to \$50,000, with the authorization approval for all purchases up to \$50,000 at the City Manager.

Also, currently all contracts are awarded by Commission and have to be signed by the Mayor, which again is not in accordance with our neighboring municipalities and others statewide. To help streamline our process, it is recommended that any contracts less than or equal to \$50,000 be reviewed by the Purchasing Manager and the City Attorney, and executed by the City Manager or Director of Finance. If the price is \$50,001 or more or requires a contract that will obligate the City to more than the expenditure of appropriated funds, the City Commission must approve it.



Neighboring Municipalities Approval Thresholds and Approval Authorities

Municipality	Authorization Threshold	Award & Approval Authority	Reporting Process
Saint Lucie County	Up to \$50,000	County Administrator	Do not report
City of Port Saint Lucie	Up to \$25,000	City Manager	Do not report
City of Stuart	Up to \$50,000	City Manager	Do not report
Martin County	Up to \$200,000	County Administrator	Do not report
City of Vero Beach	Up to \$50,000	City Manager	Do not report
Indian River County	Up to \$50,000	County Administrator	Do not report
City of Jupiter	Up to \$50,000	City Manager	Do not report