



MEMO

TO: Mayor and City Council of the City of Dacula
FROM: Brittni Nix, City Administrator
DATE: January 2, 2026
SUBJECT: Amendments to Purchasing Policy

Staff reviewed the City of Dacula Purchasing Policy and recommends various amendments to further optimize operations. Proposed amendments include the following:

- Clarifying the types of purchases that require authorization from the Finance Department in addition to authorization from the Department Head;
- Permitting purchases exceeding \$15,000 to be decided through competitive bid, proposal, or quotation. Purchases exceeding \$15,000 must be approved by the City Council; and
- Creating an administrative process to allow the City Administrator to dispose of surplus and obsolete items valued at less than \$1,000. Items valued at \$1,000 or more would require approval by the City Council prior to disposition.

Staff recommends approving the subject amendments to the Purchasing Policy effective immediately.

