



ITEM SUMMARY

MEETING DATE: January 5, 2026

FROM: Monica Powery, Director of Purchasing

SUBJECT: Second Reading and Adoption of Ordinance 2025-05 Amending the City's Procurement Code

BACKGROUND

On December 1, 2025, the City Council approved Ordinance 2025-05 on first reading. The ordinance amends the City's Procurement Code to amend purchasing thresholds, clarify procurement procedures, and align the City's practices with current market conditions and regional best practices.

The City's Procurement Code was last comprehensively updated in 2018. Since that time, increased costs, changes in procurement practices, and evolving operational needs prompted staff to conduct a thorough review of the Code. This review included benchmarking with surrounding Palm Beach County municipalities and evaluating internal purchasing processes. Ordinance 2025-05 reflects the results of that review.

ANALYSIS

Ordinance 2025-05 amends Chapter 2, Administration, Article VII, Finance, Division 2, Purchases and Contracts to provide for the adoption of an updated purchasing code. The amendments update and clarify purchasing thresholds, procurement procedures, and related requirements to align with current market conditions and regional standards.

The ordinance includes updated competitive thresholds, clarified procurement methods, revised emergency purchasing provisions, added Council approval for sole or single source purchases over \$50,000, and refined exemptions and organization for clarity. No substantive changes have been made since first reading.

FINANCIAL INFORMATION

N/A

LEGAL

Ordinance 2025-05 has been prepared in compliance with the City Code and applicable Florida State Statutes and has been reviewed by the City Attorney's Office. The ordinance is presented for second reading and final adoption.

STAFF RECOMMENDATION

Approval of Ordinance No. 2025-05 amending Chapter 2, Administration, Article VII, Finance, Division 2, Purchases and Contracts of the City Code for Purchases and Contracts on the second reading.