



# TOWN OF HIGHLAND BEACH

## AGENDA MEMORANDUM

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**MEETING TYPE:** Town Commission Meeting

**MEETING DATE** 10/3/2023

**SUBMITTED BY:** Eric Marmer, HR and Risk Management Director

**SUBJECT:** First Read of New Purchasing Policy Ordinance

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### **SUMMARY:**

Based on a thorough assessment of the current purchasing procedures and in consideration of best practices in procurement, the proposed changes will help enhance efficiency and accountability in the purchasing process. Additionally, it will promote fair competition among suppliers.

By implementing these changes, the Town will be able to obtain competitive pricing, ensure proper vendor selection, and protect public funds. The policy will provide clear guidelines for staff and vendors, facilitating smoother procurement transactions while adhering to legal and ethical standards.

The proposed policy has been carefully reviewed and is consistent with other municipalities' procurement practices. It has also been developed in consultation with relevant stakeholders, including the Finance Department, legal counsel, and purchasing professionals.

### 7/27/23 Staff Analysis:

On July 27<sup>th</sup>, 2023, the revised Purchasing Policy was presented to the Financial Advisory Board for initial review and discussion. The Board gave their recommendation that the revised Policy be presented to the Town Commission for approval and adoption with no adjustments to be made.

### 9/19/23 Staff Analysis:

On September 19<sup>th</sup>, 2023, the revised Purchasing Policy was presented to the Town Commission for final review and discussion before submitting the ordinance to adopt it. The Town Commission unanimously approved the Policy with no adjustments to be made.

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**FISCAL IMPACT:**

N/A

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**ATTACHMENTS:**

New Ordinance to adopt Purchasing Policy

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**RECOMMENDATION:**

First read of Ordinance