

**RESOLUTION BY THE CITY OF HENDERSONVILLE CITY COUNCIL AUTHORIZING CERTAIN ACTIONS WITH REGARDS TO PURCHASING AND CONTRACTING**

**WHEREAS**, the Finance Director and Procurement and Contracts Administrator are requesting that certain actions be taken by City Council to streamline the purchasing and contracting processes, and

**WHEREAS**, the City Manager and City Attorney have reviewed these requests and have determined that they are workable from both a legal and a managerial standpoint;

**WHEREAS**, the these proposed actions include: 1) adopting a policy to clearly delineate purchasing and contracting authority within City government; 2) removing the informal quote range of \$2500-\$4,999 so that additional competitive quotes and purchase requisitions are no longer required in this range of pricing; 3) designating Department Directors as deputy finance officers for the purposes of pre-auditing all contracts in an amount of less than \$5,000; 4) designating the Assistant Finance Director as a deputy finance officer for the purpose of pre-auditing all contracts, regardless of amount; 5) authorizing the City Manager to making modifications to the Purchasing Policy Manual and to implement other administrative policies regarding purchasing and contracting provided they meet or exceed policies, resolutions or actions previously adopted by City Council; and

**WHEREAS**, this change would help to lessen the administrative burden associated with purchasing and contracting; and

**WHEREAS**, it is believed that this will save the City money as a result of requesters' times being utilized for other more pressing priorities for the City as growth continues; and

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Hendersonville, North Carolina that:

1. That the Informal Quote Range of \$2,500-\$4,999 is eliminated, meaning that additional competitive quotes and purchase requisitions are no longer required for purchases less than \$5,000;
2. All Department Directors are hereby designated as deputy finance officers for the purposes of pre-auditing all contracts in an amount of less than \$5,000;
3. The Assistant Finance Director is hereby designated as a deputy finance officer for the purpose of pre-auditing all contracts, regardless of amount;
4. The City Manager is authorized to make modifications to the Purchasing Policy Manual and to approve and implement other administrative policies regarding purchasing and contracting provided they meet or exceed policies, resolutions or actions previously adopted by City Council. To this end, the revisions to the policy dated November 24, 2021 are hereby ratified.
5. The Contract Policy attached to this Resolution is adopted and approved in its entirety, as presented. The Contract management Policy adopted by City Council on January 10, 2014 is hereby repealed.

Adopted by the City Council of the City of Hendersonville, North Carolina on this 1st day of September, 2022.

Attest:

---

Barbara G. Volk, Mayor, City of Hendersonville

---

Angela L. Reece, City Clerk

Approved as to form:

---

Angela S. Beeker, City Attorney