



Date: February 24, 2025
To: Mayor and Town Council
From: Sean O’Keefe, Town Manager
Re: Discussion: **Procurement & Purchasing Policy**

Objective:

To clarify the Town Manager’s authority in executing budgeted and properly procured projects, educate the Council on the established procurement process, and discuss potential modifications to enhance efficiency while maintaining transparency and accountability.

Summary:

The Town’s Purchasing Policy was updated on 11/08/2021 by Ordinance 2021-009 to allow, among other changes, the updating of the Purchasing Policy by resolution rather than ordinance. The Purchasing Policy was then most recently updated on 3/27/2023 by Resolution 2023-001 to allow for cooperative purchasing (also known as “piggyback” contracts).

Recent discussions have raised concerns regarding the Town Manager being allowed to implement projects, even when they are budgeted, properly procured, and using approved vendors. The purpose of this discussion is to reaffirm the Town Manager’s authority under the current Purchasing Policy and procurement best practices, and to consider potential enhancements to streamline procurement while maintaining transparency and oversight.

Key Provisions of the Current Policy:

- The Town Manager, as the Purchasing Officer, has authority over procurement within the established budget and purchasing thresholds.
- Department Directors can approve purchases within budget up to \$10,000 with competitive quotes.
- The Town Manager can award bids up to \$50,000; amounts exceeding this require Town Council approval.
- Piggyback contracts allow the Town to use existing contracts from other governmental agencies to streamline procurement without requiring new bidding.

Fiscal Impact:

No immediate fiscal impact.

Staff Recommendation:

Staff recommends the Town Council reaffirm the current policy and the Town Manager’s authority to execute budgeted projects, while considering policy enhancements that improve efficiency, such as raising the approval thresholds for the Town Manager.