Town of Belleair

901 Ponce de Leon Blvd.
Belleair, FL 33756

Legislation Details (With Text)

File #:	17-0032	**Version:** 1	**Name:**		
Type:	Ordinance		**Status:**	Passed	
File created:	3/3/2017		**In control:**	Town Commission	
On agenda:	3/7/2017		**Final action:**	3/7/2017	
Title:	First Reading of Ordinance 509 - Amending Town of Belleair Code of Ordinances, Chapter 2 - Administration				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	1. ORDINANCE 509				

Date	Ver.	Action By	Action	Result
3/7/2017	1	Town Commission	adopted	Pass

Summary

To: Town Commission
From: Micah Maxwell, Town Manager
Date: 3/3/2017

Subject:
First Reading of Ordinance 509 - Amending Town of Belleair Code of Ordinances, Chapter 2 - Administration
Summary:
Ordinance 509 Amends chapter 2 of the town's code of ordinances. Specifically, the ordinance changes the town's designated Local Planning Agency (LPA) from the Town Commission to the Planning and Zoning Board, defines town officers, adds purchasing language to the chapter, and makes an administrative change necessitated by the addition of the purchasing language.
Previous Commission Action: The town commission ratified a change to the Charter in December of 2016, which removed specific purchasing language from the town charter and replaced it with language identifying that the purchasing rules would be defined by ordinance.

Background/Problem Discussion:
LPA Change - This change was made to allow for a more efficient meeting process. The current language requires the Town Commission to convene and hear certain items as the LPA and then make a recommendation to the Town Commission. The Commission would then adjourn the LPA meeting and convene and hear the same item as the Town Commission, receiving the recommendation that it has made to itself. The would make the Planning and Zoning Board the LPA and eliminate that duplication.

Officer Definition - This change was made in part because of the need to define the Finance Officer for the purchasing changes discussed below. Previously the Officers and Employees section refered only to the Town Attorney and Division 1 of Article III was blank. The change defines the Finance Officer, Town Clerk, and Town Manager roles.

Purchasing rules - This addition to Chapter 2 codifies the purchasing rules for the town

Administrative Change - There is also language which reserves section numbers 2-123 through 2-174. This is an administrative change cause by the addition of Article V, which ensures an appropriate number of sections remain available in Article IV.

Expenditure Challenges N/A

Financial Implications: The main focus of the purchasing rules is the purchasing thresholds.   The previous charter language required a competitive bid procedure for expenditures in excess of $10,000. This is coupled with the requirements of Resolution 2010-38, which created a four tier system. The new language is changes to a five tier approach, which would allow for increased flexibility for regular purchase. Below is a matrix of the solicitation requirements and a matrix of the approval levels for the two versions of the purchasing rules.

Solicitation Requirements		
Dollar Threshold	**Old**	**New**
$0 - $299.99	Informal Quote	Open Market Purchase
$300 - $999.99		Two Quotes
$1,000 - $2,999.99	Three Quotes	
$3,000 - $9,999.99		Three Quotes
$10,000 - $19,999.99	Bid	Bid
$20,000 - $34,999.99	Formal Bid	
Over $35,000		Sealed Competitive Bid

Approval Levels		
Dollar Threshold	**Old**	**New**
$0 - $299.99	Town Manager or Finance Dire	Purchaser
$300 - $999.99		Department Head
$1,000 - $2,999.99	Town Manager or Finance Dire	
$3,000 - $9,999.99		Town Manager or Finance Dire
$10,000 - $19,999.99	Town Manager or Finance Dire	Town Manager and Finance Dir
$20,000 - $34,999.99	Commission	
Over $35,000		Commission

The rules also define exemptions from the rules for some purchases, bid requirements, emergency procurement rules, and a process for change orders, as well.

Recommendation: Staff recommends approval of Ordinance 509

Proposed Motion Move approval of Ordinance 509 on first reading