

Purchasing Policy Public Hearing

Board of County Commissioners Meeting

August 27, 2024

Purpose

- Proposed ordinance that repeals Seminole County Code of Ordinances Chapter 220 in its entirety and adopts a new Chapter 220 (“Purchasing Ordinance”)
- Proposed resolution that repeals Administrative Code Section 3.55 in its entirety and adopts a new Section 3.55 (“Purchasing Policy”), creates new Sections 28.45 (“Parks and Recreation Approval Authority”), and 12.1 (“Community Services Approval Authority”)

Background

- July 2021 – Began the comprehensive rewrite of the policies
 - Seminole County Administrative Code Section 3.55
 - Seminole County Code of Ordinances Chapter 220
 - County Manager's Policy
- September 2023 – Director review of drafts
- November 2023 – Initial feedback from Commissioners on drafts
- June 2024 – Follow up with Commissioners on the proposed changes
- July 2024 – Board Work Session

Purchasing Policy

- Seminole County Chapter 220 Purchasing Ordinance
- Seminole County Administrative Code Section 3.55
 - Complete rewrite of the Ordinance and Policy
 - Update to Purchasing thresholds and approvals
 - Move specific approvals that pertain to Parks and Recreation and Community Services to their respective sections in the Administrative Code
 - Update to evaluation committee: Employees with operational experience or Subject Matter Experts defined as County Employees with qualifications in a particular field or work process
 - Clarifying Attractive Items as less than \$5,000 to include electronics and generators

Parks and Recreation

- Section 28.45, Seminole County Administrative Code
 - Relocated approval authority from Section 3.55 to Section 28.45
 - No substantive changes to approval authority for contracts (program instructors, sports management, and program entertainment)
 - Updated Department's name throughout Section 28

Community Services

- Seminole County Administrative Code Section 12.1
 - Moving approval authority for Community Services from Section 3.55 to Section 12.1
 - Update to thresholds and approvals
 - The Director of Community Services and his or her designee is authorized to award up to \$100,000.00.
 - The County Manager and his or her designee is authorized between \$100,000.01 and \$250,000.00.
 - The Board of County Commissioners may award at \$250,000.01 and over.
 - These changes pertain to all federal and state grant programs administered by the Community Services Department.
 - Requiring annual NSP and HOME reports instead of monthly

Requested Actions

- Approve ordinance that repeals Seminole County Code of Ordinances Chapter 220 in its entirety and adopts a new Chapter 220 (“Purchasing Ordinance”)
- Approve resolution that repeals Seminole County Administrative Code Section 3.55 in its entirety and adopts a new Section 3.55 (“Purchasing Policy”), which creates new Sections 28.45 (“Parks and Recreation Approval Authority”), and 12.1 (“Community Services Approval Authority”)