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CAROLINE LACOUR SMITH °
NICHOLAS L. CARUSO

March 16, 2022

Mayor and City Commissioners
501 Harrison Avenue
Panama City, FL 32401

Re: Ordinance 3052 – adoption of Purchasing Policy by ordinance

Dear Mayor and Commissioners:

For your consideration and first reading is Ordinance 3052 that (i) adopts by ordinance the existing Purchasing Policy and Procedures Manual (the “Purchasing Manual”) and (ii) provides for any future amendments to the Purchasing Manual to be by resolution rather than by ordinance.

On October 12, 2021, this Commission adopted Resolution 20211012.2, that adopted the Purchasing Manual.

The adoption of Ordinance 3052 will complete the final steps, allowing the Purchasing Manual to be amended by resolution and repealing all other ordinances that are in conflict with the intent of this Commission.

We recommend a first reading of Ordinance 3052.

Sincerely yours,

Nevin J. Zimmerman, City Attorney

cc: Mark McQueen, City Manager
Jan Smith, Clerk-Treasurer
Logistics, Jonathan Hayes

ORDINANCE 3052

AN ORDINANCE OF THE CITY OF PANAMA CITY FLORIDA, AMENDING CHAPTER 2 ADMINISTRATION, ARTICLE IV FINANCIAL AFFAIRS, CONFIRMING RESOLUTION 20211012.2 WHICH ADOPTED THE CITY OF PANAMA CITY PURCHASING POLICY AND PROCEDURES MANUAL; REPEALING ORDINANCE 1528, ORDINANCE 1748, ORDINANCE 1870, AND ORDINANCE 2732; PROVIDING FOR AMENDMENT OF CHAPTER 2; PROVIDING FOR A SEVERABILITY; PROVIDING FOR CODIFICATION; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING FOR AN IMMEDIATE EFFECTIVE DATE.

WHEREAS, on October 12, 2021, the City Commission adopted Resolution 20211012.2, adopting the City of Panama City Purchasing Policy and Procedures Manual (the "Purchasing Policy");

WHEREAS, the purpose of adopting the Purchasing Policy was to allow for changes to be adopted by Resolution as needed;

WHEREAS, the City Commission has found that the City needs to remove the lengthy and cumbersome competitive bidding requirements for purchases less than \$100,000.00;

WHEREAS, the City Commission hereby finds that the expedited process created by this ordinance is intended to give the City more flexibility in spending these types of monies and in amending the Purchasing Policy in the future by resolution;

WHEREAS, the City Commission hereby finds that it is in the best interest of the public to be adopted pursuant to the City's police powers and Section 166.011, Florida Statutes; and

WHEREAS, this Ordinance shall become effective immediately upon its passage and adoption.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF PANAMA CITY, THAT:

Section 1. Ordinances 1528, 1748, 1870 and 2732 are hereby repealed.

Section 2. The City Commission shall provide for and adopt a Purchasing Policy and Procedures Manual by resolution.

Section 3. The City of Panama City Purchasing Policy and Procedures Manual adopted on October 12, 2021, by Resolution 20211012.2 is hereby confirmed and ratified retroactively to its adoption date.

Section 4. The City of Panama City Purchasing Policy and Procedures Manual may be amended from time to time by resolution.

PASSED AND ADOPTED on this ____ day of April, 2022.

CITY OF PANAMA CITY, FLORIDA,
A Municipal Corporation,

Greg Brudnicki, Mayor

ATTEST:

Approved as to Form:

Jan Smith, Clerk-Treasurer

Nevin J. Zimmerman, City Attorney