

Board of County Commissioners Agenda Request

Date of Meeting: March 19, 2024
Date Submitted: March 8, 2024
To: Honorable Chairman and Members of the Board
From: Edward J. Dixon, County Administrator
Subject: Approval of FY 2024 February - Monthly Expenditure/Contract Report of Transactions outside the County Administrator's Threshold

Statement of Issue:

This agenda item seeks approval of the Monthly Expenditure Report of transactions above the County Administrator's purchasing approval threshold.

Background:

The County's Procurement policy provides the purchasing authority, thresholds, and categories for all County purchases, and shall be followed for purchasing and contracting activities funded in part of whole with federal, state or local funds.

Analysis:

The County's Procurement policy identifies who must approve the purchase of goods and services up to a dollar threshold amount and when a purchase must be brought before the Board for approval and award. The purchasing threshold and authority for the County Administrator is not to exceed \$35,000.

The County Administrator shall report to the Board no less than monthly all purchases approved under the delegations set forth in the Procurement Policy.

Fiscal Impact:

Good or services above County Administrator's \$35,000.00 threshold:

- 1. No items to report for the month of February**

Options:

1. Approve FY 2024 February - Monthly Expenditure/Contract Report of Transactions outside the County Administrator's Threshold.
2. Do not approve.
3. Board direction.

County Administrator's Recommendation:

Option 1.

Attachments:

None.