

ORDINANCE NO. 177

AN ORDINANCE AUTHORIZING AND REGULATING EXPENDITURES OF CITY FUNDS BY THE CITY COUNCIL AND CITY OFFICIALS; REPEALING ANY CONFLICTING ORDINANCES; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Mexico Beach incurs certain expenses generated by the continuing operation of the City's Departments, and

WHEREAS, there is a need to prescribe purchase authorization authority and a monetary control of expenditures, therefore;

BE IT ORDAINED BY THE CITY COUNCIL OF MEXICO BEACH, FLORIDA:

Section 1. Expenditures of \$3,000.00 or over shall be by competitive bids. Competitive bids normally will be solicited by advertisement in a local or area newspaper. This procedure may be supplemented by direct mailings, posted notices, and/or other advertising means when practical. Where newspaper advertising is not feasible, one or more of these means can be utilized to obtain bids. The best and lowest bid normally will be selected; however, the Council may reject any or all bids or select other than the low bid where there is full justification. An exception for competitive bids may be approved by Council majority vote for goods and/or services from single source outlets, federal and state agencies or one time auctions where the best interest of the City will be served.

Section 2. Expenditures of \$1,500.00 to \$3,000.00 may be authorized by Council action without competitive bids.

Section 3. Expenditures up to \$1,500.00 may be authorized by the Mayor or a Council Member.

Section 4. Expenditures up to \$500.00 may be authorized by the City Administrator.

Section 5. Expenditures up to \$250.00 may be made by the Public Works Director or Assistant Public Works Director.

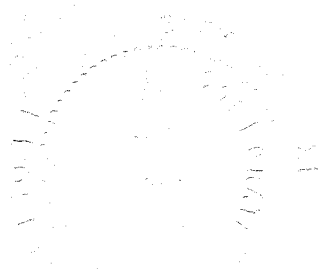
Section 6. All purchases, contracts and/or agreements for work or service will be executed by a properly authenticated purchase order. The Council may authorize expenditures at specified establishments for recurring expense items and small expendables with values of \$20.00 or less without executing a purchase order. The use of approved credit card purchases also are exempt from requiring a purchase order.

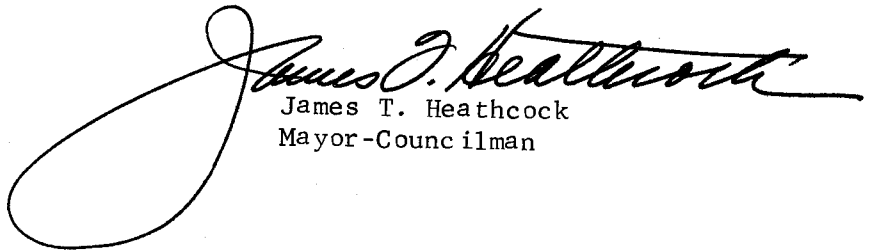
Section 7. All ordinances in conflict with this ordinance are hereby rescinded.

Section 8. This ordinance shall become effective as provided by law.

INTRODUCED at a Special Meeting of the City Council of Mexico Beach on February 25, 1986, and ADOPTED April 8, 1986.

CITY OF MEXICO BEACH, FLORIDA



  
James T. Heathcock  
Mayor-Councilman

ATTEST:

Patricia L. Hutchinson  
City Clerk