

ORDINANCE NO. O-24-32

AN ORDINANCE AMENDING THE CITY CODE RELATED TO TITLE 1, CHAPTER 6, SECTION 7I: POWERS AND DUTIES AS IT RELATES TO CITY ADMINISTRATOR PURCHASING AUTHORITY FOR PROSPECT HEIGHTS

WHEREAS, the City of Prospect Heights (“City”) is an Illinois Municipal Corporation pursuant to the Illinois Constitution of 1970 and the Statutes of the State of Illinois; and

WHEREAS, the City has enacted purchasing limitations for City Staff to ensure City funds are used in an efficient and effective manner; and

WHEREAS, the Mayor and City Council have determined that an amendment of the Code with respect to the Administrator’s purchasing authority is in the best interest of the operation of the City, and for the benefit of public health, safety, comfort, convenience and general welfare of the people;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS, COOK COUNTY, ILLINOIS as follows:

SECTION 1. The City Council hereby finds and determines that the facts and statements set forth in the above recitals are true and correct, and do hereby, by reference, incorporate and make them a part of this ordinance.

SECTION 2: That Title 1, Chapter 6, Section 7I of the City Code, “Powers and Duties”, be amended as set forth below with deletions in strikethrough and additions in bold, underline text so that the same shall be read as follows:

1-6-7: POWERS AND DUTIES:
.....

I. Purchase all materials, supplies, services and equipment for which funds are provided in the budget, ~~but he/she may not purchase any single item or contract which exceeds any budget appropriation approved amount until the city council has increased the appropriation; provided, that for a purchase above the amount of ten thousand dollars (\$10,000.00)~~ **except for items or contracts over twenty five thousand (\$25,000.00) which** shall require city council approval or rejection. He may issue rules and regulations governing requisitions and the transaction of the business of purchasing between himself as purchasing agent and the heads of departments, officers and employees of the city. In case of circumstances creating an emergency, the city administrator may, without the prior consent of the city council, award contracts and make purchases for the purpose of meeting said emergency; but he shall properly file with the city council a report of such emergency and the necessity of such action, together with an itemized account of all such expenditures. (Ord. 0-14-27, 11-24-2014)

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SECTION 3: This Ordinance shall be in full force and effect from and after its passage and approval as required by law.

PASSED and APPROVED this 13th day of January, 2025.




Patrick Ludvigsen, Mayor

ATTEST:


City Clerk

AYES: Cameron, Anderson, Morgan-Adams, Dash, Delick

NAYS: None

ABSENT: None

Published in pamphlet form January 14th, 2025



To: Mayor Ludvigsen and Members of the City Council
Joe Wade, City Administrator

From: Peter P. Falcone, Assistant City Administrator

Subject: O-24-32 Amending City Administrator Purchasing Authority for Prospect Heights

Date: December 6, 2024

Background:

Ten years ago, the City Council approved an increase in the limit of the amount the City Administrator is authorized to approve for purchases, from \$5,000 to \$10,000. While this amount provided enough purchasing flexibility for the Administrator and City Departments at its passing. A decade later the City currently finds itself regularly exceeding the \$10,000 limit for the most common and essential of purchases.

Staff was recently notified of a pending need to replace an important component in our information technology management system and while the replacement of the equipment was not considered an immediate emergency, our IT consultants strongly recommended replacement as soon as possible to avoid any potential security breaches. As the replacement component cost over \$10,000, staff was required hold off on the purchase and follow City Code, presenting it to City Council for purchase authorization. If this was an immediate emergency, Staff would surely have made the necessary purchase and presented the expense to the City Council for approval after the fact. This just highlights the delays that are caused due to the current purchase limitations.

As Staff has experienced more purchases exceeding the current limit, including the rising costs of goods and services over the past decade, Staff is asking that the Administrator's purchase limit be increased to meet current financial demands.

Financial Impact:

No financial impact would result in the passing of this ordinance. The City Administrator and City Department Heads take great pride in the efficient utilization of City resources. These purchases would be made with or without the purchase increase, however, passing this ordinance would allow the City Administrator and City Department Heads to more efficiently manage the daily operations of the City and provide resolution in a more expedient manner.

Recommendation:

Staff recommends the Council Members pass Ordinance O-24-32 increasing the City Administrator's purchase limit from \$10,000 to \$25,000.