



Legislation Text

File #: 18-669, Version: 1

TO: Mayor and Commissioners
FROM: Jennifer Alvarez, Purchasing Director
THROUGH: Mark R. Lauzier, City Manager
DATE: October 16, 2018

INTERLOCAL AGREEMENT BETWEEN THE CITY OF DELRAY BEACH AND THE DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY FOR A PURCHASING AGENT POSITION.

Recommended Action:

Approve the Interlocal Agreement between the City of Delray Beach (City) and the Delray Beach Community Redevelopment Agency (CRA) to fund 100% of the actual amount expended for a Purchasing Agent position up to \$67,728, subject to approval of the City and CRA budgets for Fiscal Year 2018-19.

Background:

At the CRA Board Workshop meeting, the Board reviewed the proposed FY 2018-19 CRA Budget, which included a request from the City for the CRA to fund a Purchasing Agent staff position in an amount not to exceed \$67,728. This position will provide concentrated efforts for projects within the CRA District, especially with issuing solicitations and hosting pre-bid and evaluation meetings, as well as perform the administrative tasks involved with awarding contracts and shepherding projects through the approval process. In addition to CRA-funded Capital Improvement Projects, the position will also be the lead in the procurement associated with other CRA-initiated projects.

The Interlocal Agreement provides funding for the position based on the actual cost in an amount not to exceed \$67,728, for one year up to and including September 30, 2019. The Agreement may be renewed automatically each year, provided that funding for the position is set forth in the City and CRA budgets, and those budgets are approved. The funds will be disbursed quarterly after receipt of the quarterly reports outlining monthly activities and documentation of actual expenditures of payroll & benefits.

Attachments:

1. Legal Review Checklist
2. Interlocal Agreement
3. Purchasing Agent Job Description

City Attorney Review:

Approved as to form and legal sufficiency.

Funding Source/Financial Impact:

The funding from the CRA is included in the approved FY 18/19 budget - 001-00-000.366-179.