



MEMORANDUM

AGENDA ITEM #IV.G

DATE: FEBRUARY 22, 2021

TO: COUNCIL MEMBERS

FROM: STAFF

SUBJECT: EXECUTIVE DIRECTOR SPENDING AUTHORITY

The Council's Statement of Organization (Jan 2020) 9.0 Finances (9) currently states "The purchase of any single item of either equipment or goods which will require the expenditure of more than three thousand dollars (\$3,000) must be approved by the Council." The sum of \$3,000 dates back to at least 2003.

At the July 22, 2019 Council Meeting, the Council ratified an emergency expenditure for the replacement of the air conditioning unit in Suite 230 (Conference Room). At that time, the Council proposed an increase in the Executive Director's discretionary spending authority to \$7,500. Inadvertently, it was approved in concept but not formally. At its January 2021 meeting, the Executive Director requested, and the Council approved, permission to spend up to \$15,000 for conference room technology improvements. This engendered a conversation regarding what is the appropriate level of Executive Director's discretionary spending authority that would not require pre-approval by the Council.

Following the January 2021 Meeting, Council staff polled the RPC Executive Directors to document their level of discretionary spending authority. Of the 10 Councils, four (4) have spending authority up to \$25K; three (3) have spending authority of up to \$3K – 5K; one (1) up to \$35K; one (1) up to 50K; and one (1) up to \$150K. Following consultation with the Chair and Legal Counsel, the Executive Director requests an increase of discretionary spending authority for the purchase of any single item of either equipment or goods not to exceed \$20,000.

Recommendation:

Increase the Executive Director's spending authority from \$3,000 up to \$20,000 for the purchase of any single item of either equipment or goods.



Florida Regional Planning Councils	Executive Director's Spending Authority (February 2021) for single purchase without Board Approval
Apalachee	Up to \$25,000
Central Florida	Up to \$25,000
East Central Florida	Up to \$3,000
Emerald Coast	Up to \$150,000
North Central Florida	Up to \$ 25,000; Executive Committee approval for purchase over \$25,000 and up to \$50,000; Board approval of any purchase over \$50,000
Northeast Florida	Up to \$25,000
South Florida	Up to \$3,500
Southwest Florida	Up to \$50,000
Tampa Bay	Up to \$35,000
Treasure Coast	Up to \$5,000

Poll Date: 2/10-11/2021