

**AN ORDINANCE AMENDING SECTION 1-8-4 OF THE WARRENVILLE CITY CODE
REGARDING PURCHASING PROCEDURES**

WHEREAS, the City is a home rule municipal corporation pursuant to Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and

WHEREAS, Section 1-8-4 of the Warrenville City Code ("**City Code**") sets forth the procedures for purchasing goods and services for the City; and

WHEREAS, Subsection 1-8-4.B.4 sets forth certain procedures and authorizations for purchases under \$25,000.00; and

WHEREAS, the City desires to amend Subsection 1-8-4.B.4 of the City Code to authorize certain City staff positions to make purchases under \$5,000.00 and to update the titles of certain staff positions to comport with current City practices ("**Proposed Amendments**"); and

WHEREAS, pursuant to the City's power under applicable law and the home rule powers of the City, the Mayor and the City Council have determined that it is in the best interest of the City and the public to approve the Proposed Amendments and amend the City Code to amend the City Code as set forth in this Ordinance;

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF WARRENVILLE, DUPAGE COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: Recitals. The recitals listed above are incorporated in this Ordinance as if fully set forth in this Ordinance.

SECTION 2: Amendments to Section 1-8-4.B. Subsection 1-8-4.B, titled "Purchasing Procedures," of Chapter 8, titled "City Finances," of Title 1, titled "Administration," of the City Code is amended as follows:

"1-8-4 PURCHASING PROCEDURES

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B. Bid Procedures:

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- 4. Purchasing Procedures: Free and open competitive bidding after advertisement shall not be required for purchase orders specified in this subsection, provided that any purchasing procedures or requirements designated shall be followed:

a. Purchases in an amount not to exceed \$5,000.00 may be authorized by the Records Supervisor, Utility Division Crew leader, Street Division Crew Leader, Facilities Maintenance Lead Supervisor;

[additions are **bold and double underlined**; deletions are ~~struck through~~]

~~a.b.~~ Purchases in an amount not to exceed ~~ten thousand dollars~~ (\$10,000.00) may be authorized by the Assistant City Administrator, ~~Communications Coordinator~~, Chief Code Official, Deputy Police Chief, ~~Senior Accountant~~ **Accounting Supervisor**, ~~Senior Civil Engineer~~, Assistant Community Development Director, Capital Maintenance Superintendent, and Utility Maintenance Superintendent, ~~and Lead Supervisor Facilities Maintenance~~.

c. Purchases in amounts of \$10,000 to \$25,000 may be made only after obtaining three comparable written quotes.

~~b.d.~~ Purchases in an amount not to exceed ~~twenty five thousand dollars~~ (\$25,000.00) may be authorized and signed by the Chief of Police, ~~Director of Public Works~~ **Director**, ~~Director of Community and Economic Development~~ **Director**, ~~Director of Finance~~ **Director**, and the City Administrator or, in the absence of the City Administrator, the Mayor. Nothing contained herein shall limit the ability of a Mayor Pro Tem to sign on behalf of the Mayor.

~~e.e.~~ Any purchase order or contract greater than ~~twenty five thousand dollars~~ (\$25,000.00) shall be let by free and open competitive bidding as provided in subsection B5 of this section, and requires approval by the City Council.

~~d.f.~~ All purchase orders must be signed by the Director of Finance.

~~e.g.~~ No official, officer or employee may circumvent the limitations of this subsection by means of "string purchasing" or similar devices.

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SECTION 3: EFFECTIVE DATE. This Ordinance shall be in full force and effect ten days after its passage, approval, and publication in the manner provided by law.

PASSED THIS ____ day of _____, 2025.

APPROVED THIS ____ day of _____, 2025.

AYES: _____ NAYS: _____ ABSTAIN: _____ ABSENT: _____

[additions are **bold and double underlined**; deletions are ~~struck through~~]

MAYOR

ATTEST:

CITY CLERK

[additions are **bold and double underlined**; deletions are ~~struck through~~]