

# TOQUERVILLE CITY RESOLUTION 2020.25



## **A RESOLUTION AMENDING THE PERSONNEL POLICIES AND PROCEDURES MANUAL FOR TOQUERVILLE CITY, SECTION VII: EMPLOYEE CODE OF CONDUCT, ITEM 9-PROCUREMENT.**

WHEREAS, Toquerville City adopted by resolution a Personnel Policies and Procedures Manual on December 13, 2007.

WHEREAS, The Personnel Policies and Procedures Manual is intended to be a working document to be reviewed regularly by those appointed by the Mayor and/or when the City Council sees the need of updating it to reflect City and State laws and modifications of City practices and procedures for conducting business; and

WHEREAS, The Council would like to increase the expenditure amount the mayor is able to approve for procurement purposes.

THEREFORE BE IT RESOLVED, that the Toquerville City Council shall adopt the following amendments to the PERSONNEL POLICIES AND PROCEDURES MANUAL for TOQUERVILLE CITY:

9. **PROCUREMENT.** When procurement involves the expenditure of federal assistance funds, Toquerville shall comply with all applicable federal laws and regulations, state laws, and City ordinances and resolutions. If not specifically regulated elsewhere the following procurement regulations and policies shall apply:

A. As used herein, “procurement” means buying, purchasing, renting, leasing, leasing with an option to purchase, or otherwise acquiring a supply, a service, construction, or technology.

B. **Procurement Policy:**

(1) Any procurement of less than two thousand five hundred dollars (\$2,500.00) shall not require prior approval by the Mayor or designee, unless the procurement would cause the City Department for which the procurement is secured to exceed its annual budget.

(2) Any procurement of two thousand five hundred dollars (\$2,500.00) or more but less than ten thousand dollars (\$10,000.00) shall require prior approval by the Mayor or designee.

(3) Any procurement of ten thousand dollars (\$10,000.00) or more but less than fifty thousand dollars (\$50,000) shall require three bids unless:

a) the City Council pre-approves the procurement;

- b) the City Council ratifies the procurement after the fact; or
  - c) the procurement relates to a used or previously owned item(s) or the service to be procured is provided by less than 3 providers located within 150 miles of the City.
- (4) Any procurement of fifty thousand dollars (\$50,000) or more shall be made in compliance with the Utah Procurement Code, Utah Code Ann. Sections 63G-6a-101 *et seq.*
- C. No employee or staff member shall intentionally or knowingly divide a procurement into one or more smaller procurements with the intent to make a procurement meet a threshold established by this policy.
  - D. Approval. The Mayor/City Council shall have the final approval for any procurement.

ADOPTED by the City Council of Toquerville City, Utah this 8th day of October 2020 ON THE FOLLOWING VOTE:

Councilperson:

Justin Sip	Aye <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Abstain/Absent <input type="checkbox"/>
Keen Ellsworth	Aye <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Abstain/Absent <input type="checkbox"/>
Ty Bringhurst	Aye <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Abstain/Absent <input type="checkbox"/>
Gary Chaves	Aye <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Abstain/Absent <input type="checkbox"/>
John "Chuck" Williams	Aye <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Abstain/Absent <input type="checkbox"/>

By:   
Lynn Chamberlain, Mayor

Date: 10/8/2020

Attest:   
Ruth Evans, City Recorder

