

TOQUERVILLE CITY
RESOLUTION #RES.2014.04
Adopted February 13, 2014

A RESOLUTION ADOPTING an AMENDMENT to the PERSONNEL POLICIES AND PROCEDURES MANUAL for TOQUERVILLE CITY, TOQUERVILLE, UTAH.

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.

WHEREAS, the City Council and those appointed by the mayor believe that the City would conduct its business more efficiently under a more flexible procurement policy.

THEREFORE BE IT RESOLVED, that the Toquerville City Council shall adopt the following amendment to the PERSONNEL POLICIES AND PROCEDURES MANUAL for TOQUERVILLE CITY, #RES.2014.04.

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 that is not part of the daily expense of running the office requires a Purchase Order filled out prior to the purchase.
- (2) Any procurement of less than one thousand dollars (\$1,000.00) 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.
- (3) Any procurement of one thousand dollars (\$1,000.00) or more but less than two thousand five hundred dollars (\$2,500.00) shall require prior approval by the mayor or designee.
- (4) Any procurement of two thousand five hundred dollars (\$2,500.00) 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.
- (5) 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.

REPEALER

If any provision or clause of this Resolution or application thereof to any person or entity or circumstance is held to be unconstitutional or otherwise invalid by any court of competent jurisdiction, such invalidity shall not affect other sections, provisions, clauses or applications hereof which can be implemented without the invalid provision(s), clause(s) or application(s) hereof, and to this end the provisions and clauses of this Resolution are declared to be severable.

TOQUERVILLE CITY RESOLUTION #RES.2014.04, WAS PASSED AND ADOPTED BY THE TOQUERVILLE CITY COUNCIL, STATE OF UTAH, ON THIS 13th DAY OF FEBRUARY, 2014 ON THE FOLLOWING VOTE:

Councilperson:	Daren Cottam	AYE ✓	NAE ___
	Brad Langston	AYE ✓	NAE ___
	Ty Bringhurst	AYE ✓	NAE ___
	Paul Heideman	AYE ✓	NAE ___
	Mark Fahrenkamp	AYE ✓	NAE ___

By: 
M. Darrin LeFevre, Mayor

Date: February 13, 2014

ATTEST:


Renee Garner, City Recorder

