

## TITLE 3

### FISCAL AFFAIRS

Chapters:

3.04 Purchases

#### CHAPTER 3.04

#### PURCHASES

Sections:

- 3.04.01 Twenty Thousand Dollars (\$20,000.00) and under
- 3.04.02 Twenty Thousand Dollars (\$20,000.00) and over
- 3.04.03 Previously appropriated funds
- 3.04.04 Sale or exchange of supplies, materials or equipment valued at less than Twenty Thousand Dollars (\$20,000.00)
- 3.04.05 Funds under One Thousand Dollars (\$1,000.00)
- 3.04.06 Limited Authority of City Officials

**3.04.01 Twenty Thousand Dollars and under** The Mayor, or his duly authorized representative, shall have exclusive power and responsibility to make purchases of all supplies, apparatus, equipment, materials and other things requisite for public purposes for the city of Centerton, and to make all necessary contracts for work or labor to be done or materials or other necessary things to be furnished for the benefit of the city of Centerton or in carrying out any work or undertaking of a public nature therein for the benefit of the city where the amount of the expenditure does not exceed the sum of Twenty Thousand Dollars (\$20,000.00). (Ord. No. 2011-08, Sec.1)

**3.04.02 Twenty Thousand Dollars and over** Where the amount of expenditure for any purchase or contract exceeds the sum of Twenty Thousand Dollars (\$20,000.00), the Mayor, or his duly authorized representative, shall invite competitive bids thereon by legal advertisement in any local newspaper. Bids received pursuant to said advertisement shall be opened and read on the date set for receiving said bids in the presence of the Mayor or his duly authorized representative. The contract shall be awarded to the lowest responsible bidder; provided, however, the Mayor or his duly authorized representative may reject any and all bids received. (Ord. No. 2011-08, Sec.2)

**3.04.03 Previously appropriated funds** The Mayor or his duly authorized representative may approve for payment out of any funds previously appropriated for that purpose, or disapprove any bills, debts or liabilities asserted as claims against the city, when funds on hand are adequate to pay such bills, debts or liabilities. The payment or disapproval of any bills, debts or liabilities not covered by a previous appropriation shall require confirmation of the governing body. (Ord.

No. 95-22, Sec. 4.)

**3.04.04 Sale or exchange of supplies, materials or equipment valued at less than Five Thousand Dollars** The Mayor or his duly authorized representative may sell or exchange any municipal supplies, materials or equipment without competitive bidding if such supplies, materials or equipment have a value of less than Ten Thousand Dollars (\$10,000.00). That no supplies, materials or equipment shall be sold without receiving competitive bids therefore if the value thereof exceeds the sum of Ten Thousand Dollars (\$10,000.00); provided, however, if the Mayor shall certify in writing to the governing body that, in his opinion, the fair market value of such item or lot (to be disposed of in one unit) is less than Ten Thousand Dollars (\$10,000.00), the same may be sold by the Mayor without competitive bidding. (Ord. No. 95-22, Sec. 5.)

**3.04.05 Funds under One Thousand Dollars**

- A. The Mayor shall have exclusive authority to approve all expenditures of the city of Centerton in excess of One Thousand Dollars (\$1000.00), whether or not the funds were previously appropriated and budgeted. All requests must be submitted to the Mayor in writing, prior to purchase. (Ord. No. 2012-05, Sec. 3.04.05A)
- B. If the proposed expenditure has been previously appropriated and budgeted, the Mayor may approve the expenditure without any further action by the Council.
- C. If the proposed expenditure has not been previously appropriated and budgeted, it shall require the prior approval of the City Council.
- D. This ordinance shall have no effect on Ord. No. 95-22, or any similar subsequently enacted ordinance, relating to competitive bidding requirements. (Ord. No. 97-12, Secs. 1-4.)

**3.04.06 Limited authority of city officials and employees to provide materials and services to the city** An official or employee of the city shall be permitted to furnish materials or services to the city only if:

- A. The official or employee fully discloses his or her direct or indirect financial interest in any contract or service agreement to the City Council and such services are supported by a City Council Resolution;
- B. No favoritism is allowed to the city official or employee over other possible material or service providers. (Ord. No. 2013-03, Sec. 1.)