

1st Reading 2/20/24
Bill No. 2024-02

2nd Reading 2/20/24
Ordinance No. 1237

AN ORDINANCE

AN ORDINANCE OF THE CITY OF ASH GROVE, MISSOURI, AMENDING CHAPTER 135. PURCHASING POLICY.

WHEREAS, the City of Ash Grove has and likely will continue to make purchases for the efficient administration of City business; and

WHEREAS, the Board of Aldermen has previously enacted various purchasing and procurement provisions in Chapter 135 of the City Code; and

WHEREAS, the Board of Alderman desires to allow Department Heads to act as Purchasing Agents for the City; and

WHEREAS, the Board desires to adjust the amounts of money that Purchasing Agents or their designees can expend without additional approvals;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF ASH GROVE, MISSOURI, AS FOLLOWS:

SECTION 1. Section 135.010. Introduction. B. Overall Guidelines 1. and 2.

Shall be amended as follows:

1. The City Clerk, Department Head or their designee shall act as Purchasing Agent unless otherwise provided. The City's Purchasing Policy is established to ensure that needed goods and services are obtained in a timely manner, at the lowest prices possible, consistent with acceptable quality standards, and within the requirements of public purchasing laws.

2. Department heads may be given the authority as prescribed by the Purchasing Agent to make limited purchases up to Fifteen Hundred Dollars (\$1,500.00) without additional approvals, provided there are monies available within their departmental budget.

SECTION 2. Section 135.020. Purchasing Rules. A. All purchases or contracts of any kind or description, payment for which is to be made from funds of the City of Ash Grove, shall be, without exception, in the following manner: 1., 2., and 3.,

Shall be amended as follows:

1. *Purchases costing under \$1500.00.* Items in this category, used on a day-to-day basis, may be purchased with the prior approval of supervisory personnel (i.e., department heads) without competitive bidding on each item. Items used on a day-to-day basis consist of office supplies and other items that are routinely purchased.

2. *Purchases costing \$1500.00 to \$3000.00 and those unique purchases under \$1500.00 not classified as day-to-day items.* Items in this category shall be purchased with the prior approval of the City Clerk and by attempting to secure at least three (3) bids. In those cases where bids are not notated, the purchase documents will include a sole source justification.

3. *Purchases costing \$3000.01 or more.* Items in this category shall be secured on a competitive bid basis and must be purchased with the prior approval of the Board of Aldermen, unless the purchase is considered an emergency or the purchase of a specific item was pre-approved through the budget process. Purchases in this category will include at least three (3) bids or a sole source justification. Within this category of purchase, sole source justification must be approved by the Board of Aldermen prior to purchase.

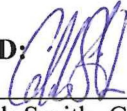
**SECTION 3. Section 135.060. Miscellaneous Purchasing Requirements. F.
Shall be amended as follows:**

F. *Emergency Purchases.* In case of an emergency which requires immediate purchase of supplies or services and time is of the essence, the City Clerk, Mayor, Department Head shall be empowered to authorize the purchase or to secure the services needed without complying with the procedures as set forth in this Chapter. This Subsection shall also apply to any natural disaster or civil emergency requiring an immediate response on the part of the City. A full report in writing of the circumstances requiring an emergency purchase shall be filed by the City Clerk or Mayor with the Board of Aldermen each time an emergency purchase over five hundred dollars \$1000.00 is made.

Section 4. **Date of effect.** That this ordinance and rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force and effect from and after the date of its final passage and adoption.

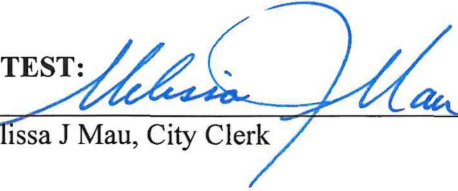
READ TWO TIMES AND PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF ASH GROVE, MISSOURI THIS 20th DAY OF February 2024.

APPROVED:



Mayor, Caleb Smith, City of Ash Grove

ATTEST:



Melissa J Mau, City Clerk