

## **TOWN OF DE BEQUE ORDINANCE NO. 548**

### **SERIES 2025**

AN ORDINANCE AMENDING SECTION 2.10.040 METHODS AND PROCEDURES FOR SOURCE SELECTION AND SECTION 2.10.050 PURCHASING AUTHORITY AND PROCESS OF THE DE BEQUE MUNICIPAL CODE TO CLARIFY THE SOURCE SELECTION PROCEDURES BASED ON CONTRACT AMOUNT, INCREASE THE EMERGENCY PROCUREMENT SUM, PROVIDE GUIDANCE ON PROCUREMENT PROCEDURES FOR FEDERAL FUNDS, AUTHORIZE THE TOWN MANAGER TO EXECUTE CONTRACTS ON BEHALF OF THE TOWN WITH A NOT TO EXCEED COST OF \$150,000.00 WHERE: THE CONTRACT IS WITHIN SUMS BUDGETED BY THE BOARD OF TRUSTEES OR AN OUTSIDE FUNDING SOURCE AUTHORIZED BY THE BOARD; AND WHERE ALL PROCUREMENT PROCESSES HAVE BEEN DULY COMPLETED.

The following describes the intent and purpose of this Ordinance:

- a) The Town of De Beque (the Town) possesses the authority to amend the Municipal Code from time to time in order to clarify Town policies and procedures.
- b) The Town has adopted a comprehensive procurement process contained in Chapter 2.10 of the De Beque Municipal Code for the purpose of assuring that all goods, services, or other contracts of the Town are secured on the best possible terms for the residents of the Town.
- c) Additionally, state law mandates that the Board of Trustees adopt a budget annually and that all Town expenditures are within approved budget amounts.
- d) The Current Municipal Code is unclear on procedures for the execution of contracts and expenditures. Additionally, the current Municipal Code provides no guidance for procurement procedures for federal awards or sub-awards.
- e) Town staff are well versed in purchasing and budget procedures and it is appropriate that they be given the authority and proper guidance to proceed with expenditures where the Trustees have made the necessary appropriations through budget approval or similar authorization, such as acceptance of grant funding.
- f) Federal regulation requires the Town to adopt procurement policies and procedures related to federal awards and sub-awards to ensure that goods and services purchased by Town are obtained in a cost-effective manner and in compliance with applicable federal and state laws.
- g) The Board of Trustees determines that it is in the public interest that Section 2.10.040 and Section 2.10.050 of the Town Code are amended to ensure that contracting is done efficiently, the Town's procurement policies are compliant with federal law, where applicable, and that the Board of Trustees' resources are not burdened with routine purchasing decisions.

**Therefore**, the Town of De Beque Municipal Code is amended to read as follows:

Amended Section 2.10.040 and Amended Section 2.10.050 are reflected in Exhibit 1, attached hereto.

Approved by the Board of Trustees this 25<sup>th</sup> day of March, 2025. This Ordinance shall take effect thirty (30) days from the date of publication.

TOWN OF DE BEQUE BOARD OF TRUSTEES:

Shanelle Hansen      3-25-25

Shanelle Hansen, Mayor

Date

ATTEST:

Lisa M. Rogers      3.25.25

Lisa Rogers, Town Clerk

Date

-End of Document-

