

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION
Date: November 17, 2016**

SUBJECT: Authorization to Purchase Supplies and Services from Council

SUBMITTING DEPARTMENT: Management Services

PREPARED BY: William E. Kauppi, Management Services Director

AGENDA LOCATION: Comments/Communications , Consent , Work/Study ,
New Business , Public Hearing , Second Reading

ATTACHMENTS: a) Resolution No. 1982

SUMMARY BACKGROUND: A.R.S. §38-503 authorizes the Town to purchase supplies, materials, equipment and services from the Mayor and any other member of the Common Council without using competitive public bidding procedures, so long as no individual purchase exceeds \$300 and the total of purchases in any fiscal year from each person is no more than \$1,000.

Doing so requires that the policy for making any such purchases be approved annually. But, after decades of routinely adopting a resolution each year to approve such a policy, Fiscal Years 2014-2015 and 2015-2016 were missed due to staff oversight. Therefore, it is proposed that the Council now confirm it intended to approve such a policy in those prior fiscal years while approving the policy for this Fiscal Year 2016-2017. It is also proposed that the Council ratify any prior purchases of supplies, materials, equipment and services from the Mayor and any member of the Common Council without using competitive public bidding procedures during each of these fiscal years.

OPTIONS ANALYSIS: The Council may adopt Resolution No. 1982 approving the policy for the current fiscal year as well as the past two year, adopt a revised Resolution which simply approves the policy for the current fiscal year, or decline to adopt Resolution No. 1982 approving the policy for the current fiscal year.

ACTION OPTION: Motion to authorize the Mayor (or in his absence the Vice-Mayor) to sign Resolution No. 1982. **VOTE.**

RECOMMENDATION: Staff recommends authorizing the Mayor to sign Resolution No. 1982.

FISCAL ANALYSIS: In recent years Town staff has strengthened procedures in an effort to ensure that single transactions not exceed \$300 and cumulative amounts not exceed \$1,000 per year per member of the Common Council.

REVIEWED BY:

Management Svcs Director _____

Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____