

ORDINANCE NO. 5730

AN ORDINANCE TO INCREASE THE AMOUNT OF PURCHASES THAT DEPARTMENT DIRECTORS ARE AUTHORIZED TO MAKE ON BEHALF OF THE CITY BY AMENDING SECTION 3.04.030 OF THE RAPID CITY MUNICIPAL CODE

WHEREAS, SDCL 9-1-5 allows the Common Council to delegate the authority to enter into a contract on behalf of the municipality to any employee of the City; and

WHEREAS, the City of Rapid City has established by ordinance a purchasing system for the acquisition of supplies and materials by department directors; and

WHEREAS, the delegation of authority to make certain purchases by department directors allows the City to efficiently provide services to the citizens of Rapid City; and

WHEREAS, the Common Council desires to increase the current limits on the authority of department directors to reflect the increasing costs of supplies and improve the efficiency of the purchasing system; and

WHEREAS, the Common Council also desires to update Chapter 3.04 of the Rapid City Municipal Code to reflect changes in state law.

NOW THEREFORE, BE IT ORDAINED by the City of Rapid City that Section 3.04.030 of the Rapid City Municipal Code is hereby amended to read as follows:

3.04.030 Purchasing procedures.

A. Whenever any city department director or officer or other person desires to make any purchase of materials, supplies, equipment, printing or services on behalf of the city, he or she shall issue a purchase order therefor. It shall be the duty of the department director to preaudit the purchase order prior to incurring the obligation and the preaudit shall be directed toward the determination of funds available and appropriations unexpended or uncommitted in the fund or funds involved and toward the necessity for the purchase.

B. Any department director designated by the mayor may approve and sign a purchase order if the amount shall be ~~\$500~~ \$5,000 or less, where-upon the purchase shall be fully authorized. In the event the amount involved shall be more than ~~\$500~~ \$5,000 and not exceeding the bid limit established by SDCL Chapter ~~5-18~~ 5-18A, the Mayor, department director and Purchasing Agent must approve and sign the purchase order prior to incurring of the obligation. Reasonable attempts shall be made by all department directors to obtain informal quotations from **all** local suppliers for any item in excess of ~~\$1,000~~ \$2,000 but less than the bid limit established by SDCL Chapter ~~5-18~~ 5-18A, and for all repairs over ~~\$1,000~~ \$2,000.

C. In all respects, city purchasing procedures must comply with SDCL ~~Chapter 5-18~~
Chapters 5-18A through 5-18D.

CITY OF RAPID CITY

Mayor

ATTEST:

Finance Officer

(SEAL)

First Reading:
Second Reading:
Published:
Effective: