

ORDINANCE 2022-101

AN ORDINANCE TO AMEND ORDINANCE 2003-101 AS AMENDED, THE PURCHASING REQUIREMENTS OF THE CITY OF RIDGETOP, TO INCLUDE REVISED LIMITS OF AUTHORITY AND SHORT TERM LEASE PERIOD

WHEREAS, the City of Ridgetop's Purchasing Requirements Ordinance intent and purpose included but is not limited to compliance with the Municipal Purchasing Act of 1983 to include the requirement for public advertising and competitive bidding for the purchase of all goods and services by the City of Ridgetop and in the amount of a maximum of Ten Thousand Dollars (\$10,000.00) or more; and

WHEREAS, the City of Ridgetop's Purchasing Requirements Ordinance intent and purpose includes but is not limited to certain exemptions from the requirement of advertising and competitive bidding in accordance with the Municipal Purchasing Act of 1983 and for the ability of City Department heads, the Mayor or Board of Aldermen who are designated Commissioners of a Department and the Board of Mayor and Aldermen to make certain purchases without the requirement of public advertising but based upon quotes; and

WHEREAS, the Board of Mayor and Aldermen did review the necessity of certain amendments to the City's Purchasing Requirements Ordinance in order to effectively and efficiently conduct the business of the City at its regularly scheduled meeting on February 15, 2022 and openly discussed the Purchasing Requirements Ordinance for the City be made.

NOW, THEREFORE, BE IT ORDAINED AND IT IS HEREBY ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF RIDGETOP, TENNESSEE, AS FOLLOWS:

SECTION 1. That Ordinance No. 2003-101 adopted May 2003, being the Purchasing Requirements Ordinance for the City of Ridgetop, Tennessee, be and the same is hereby amended by modifying the Short Term Lease approval by Department heads for the City from three (3) months to thirty (30) days in Section 5-403(1), increasing the purchasing amount authority from One Thousand (\$1,000.00) Dollars to Five Thousand (\$5,000.00) Dollars by the Mayor or Board of Aldermen who are designated Commissioners of a Department in Section 5-403(2), and to increase the authority for the Mayor or Board of Aldermen who are designated Commissioners of Departments to approve purchases, leases, and lease purchases to Ten Thousand (\$10,000.00) Dollars in emergencies as designated under Section 5-403(3) and replacing with new Section 5-403 Approval of Purchases as listed in *Exhibit A* hereto.

SECTION 2. In case of conflict between this Ordinance or any part thereof and the whole or part of any existing or future Ordinance of the City of Ridgetop, the most restrictive shall in all cases apply.

Mayor Tim Shaw

Passed First Reading: March 15, 2022

City Recorder

Passed Second Reading: April 19, 2022

Approved as to Form and Legality

City Attorney

Exhibit A

5-403. Approval of purchases. The purchase of all materials, supplies, equipment and services, purchased under the authority of this chapter shall, unless otherwise provided by law, be purchased in accordance with the following requirements:

(1) Department heads shall have the authority to approve purchases and short-term leases of thirty (30) days or less of no more than one thousand dollars (\$1,000.00) for their respective departments for a single item. These purchases and short-term leases of one thousand dollars (\$1,000.00) or less shall not require public advertisement but whenever possible shall be based on three quotes;

(2) The mayor or board of aldermen who are designated commissioners of department shall have the authority to approve purchases, leases, and lease-purchases of not more than five thousand dollars (\$5,000.00) for their respective departments for a single item and purchases, leases, of five thousand dollars (\$5,000.00) or less shall not require any public advertisement but whenever possible shall be based on three quotes;

(3) Board of alderman who are designated commissioners of departments shall have the authority to approve purchases, leases, and lease-purchases of not more than ten thousand dollars (\$10,000.00) in actual emergencies as designated under § 5-402(3).

(4) The board of mayor and aldermen, shall have the authority to approve purchases, lease, and lease-purchases of more than five thousand dollars (\$5,000.00) for the City of Ridgetop. Purchases, leases, and lease purchases of more than five thousand dollars (\$5,000.00) and less than ten thousand dollars (\$10,000.00) for any single item shall be made in the open market without public advertisement, but shall, whenever possible, be based upon at least three (3) competitive quotes.

(5) The board of mayor and aldermen, shall have the authority to approve purchases, leases, and lease-purchases of more than ten thousand dollars (\$10,000.00) for the City of Ridgetop when goods and services are publicly advertised and competitive bidding has been established.

(6) The mayor shall have the authority to approve purchases, leases, and lease-purchases of any amount in actual emergencies as designated under § 5-402(3). (Ord. #92-18, Jan. 1993, as amended by Ord. #2003-101, May 2003n)