

ORDINANCE NO. 160

AN ORDINANCE OF THE CITY OF CROOKS, MINNEHAHA COUNTY, SOUTH DAKOTA TO PROVIDE FOR THE SPENDING AND CONTRACT AUTHORITY OF THE FINANCE OFFICER, UTILITY SUPERINTENDENT AND OTHER DEPARTMENT HEADS.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CROOKS, MINNEHAHA COUNTY, SOUTH DAKOTA:

Section 1. PURPOSE

The purpose of this ordinance is to provide for the spending and contract authority of the finance office and other department heads.

Section 2. EFFECT

The following language will state the limitations of the spending and contract authority of the Finance Officer and other department heads of the City of Crooks, South Dakota.

Section 3. VALIDITY

All ordinances or parts of ordinances in conflict herewith are hereby repealed. The invalidity of any section, clause, sentence or provision of the ordinance shall not affect the validity of any part of this ordinance which can be given effect without such invalid part or parts.

Section 4. THE ORDINANCE

The Finance Officer as the authority to enter into contracts and make purchases on behalf of the City for any amount not to exceed five hundred dollars (\$500.00).

The Finance Officer must obtain advance verbal approval from the Mayor of the City of Crooks to enter into any contract or make any purchase on behalf of the City from five hundred dollars (\$500.00) to one thousand dollars (\$1,000.00).

The Finance Officer must obtain advance approval by motion of the Crooks City Council, recorded in the minutes, to enter into any contract or make any purchases on behalf of the City for any amount exceeding one thousand dollars (\$1,000.00).

The Utility Superintendent has the authority to enter into contracts and make purchases on behalf of the City for any amount not to exceed five hundred dollars (\$500.00).

The Utility Superintendent must obtain advance verbal approval from the Mayor of the City of Crooks to enter into any contract or make any purchase on behalf of the City from five hundred dollars (\$500.00) to one thousand dollars (\$1,000.00).

The Utility Superintendent must obtain advance approval by motion of the Crooks City Council, recorded in the minutes, to enter into any contract or make any purchases on behalf of the City for any amount exceeding one thousand dollars (\$1,000.00).

- Exclusions:
1. Stocking of equipment and supplies needed for routine business associated with utility maintenance, such as meters, regulators, etc.
  2. The Utility Superintendent, along with the Mayor, have the authority to negotiate favorable market conditions and lock in gas prices without advance approval by motion of the Crooks City Council, recorded in the minutes.

Department heads have the authority to enter into contracts and make purchases on behalf of the City for any amount not to exceed two hundred dollars (\$200.00).

Department heads must obtain advance verbal approval from the Finance Officer prior to entering into a contract or making any purchase on behalf on behalf on the City for any amount exceeding two hundred dollars (\$200.00), such approval of the Finance Officer being subject to the limitations set forth herein.

The Finance Officer, Utility Superintendent and department heads are not required to obtain either advance verbal approval from the Mayor or advance approval by motion of the Crooks City Council, recorded in the minutes, to enter into any contract or make any purchases on behalf of the City to address an *immediate threat to the public health or safety*.

Any ordinance in conflict with this ordinance is repealed. This ordinance shall be in full force and effect from and after its passage, adoption, recording and publication as provided by law.

Adopted this 8<sup>th</sup> day of December, 2008.

First Reading	November 10, 2008
Second Reading	December 8, 2008
Passage and Adoption	December 8, 2008
Publication	December 18, 2008
Effective Date	January 7, 2008

  
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Kelly G. Finke, Mayor

  
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Linda D. Hunnel, Finance Officer

(Municipal Seal)