

RESOLUTION NO. 25-3840

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF LAKE HAVASU CITY, MOHAVE COUNTY, ARIZONA, APPROVING FISCAL YEAR 2025-26 POLICY AND PROCEDURE FOR THE PURCHASE OF SUPPLIES, MATERIALS, AND EQUIPMENT FROM MEMBERS OF THE GOVERNING BODY

RECITALS: Arizona Revised Statutes § 38-503(C)(2) allows Lake Havasu City to purchase supplies, materials, and equipment from members of its governing body without using competitive public bidding procedures under certain circumstances. To facilitate these purchases, the Mayor and City Council must approve a purchasing policy each fiscal year.

IT IS RESOLVED by the Mayor and City Council of Lake Havasu City, Arizona, that the Fiscal Year 2025-26 policy and procedure for purchasing supplies, materials, and equipment from members of the governing body is as follows:

- Section 1. Beginning July 1, 2025, and ending June 30, 2026, the City may purchase supplies, materials, and equipment from members of its governing body without using competitive public bidding procedures if the amount of a single transaction does not exceed \$300 and the total of all transactions in the fiscal year does not exceed \$1,000; and if applicable file a notice of conflict of interest with the City Clerk's Office.
- Section 2. "Designated Purchasing Authority" means the person authorized by the City Council or City Manager to act on behalf of the City when procuring supplies, materials, and equipment for public use.
- Section 3. The Designated Purchasing Authority is responsible to keep separate, up-to-date records of transactions with the members of the governing body. These records are public and must include the date, amount, and nature of each transaction. The Designated Purchasing Authority is responsible for ensuring that the cost of a single transaction (made under this Resolution) does not exceed \$300 and that the total of all transactions does not exceed \$1,000 during the fiscal year.
- Section 4. The provisions of this Resolution are cumulative and supplemental to other City Code provisions governing purchases.
- Section 5. This Resolution is effective from and after its passage and approval according to law.

PASSED AND ADOPTED by the City Council of Lake Havasu City, Arizona, on _____, 2025.

APPROVED:

Cal Sheehy, Mayor

ATTEST:

Kelly Williams, City Clerk

APPROVED AS TO FORM:

REVIEWED BY:

Kelly Garry, City Attorney

Jess Knudson, City Manager