



To: Town of Grand Lake Mayor and Trustees

From: Heike Wilson, Town Treasurer

**Re: Amendment of Municipal Code PURCHASING AND PROCUREMENT 4-2-2 -
Purchase Authorization to increase purchase order requirement amount.**

Date: 01/09/23

Background: The Town of Grand Lake Municipal code 4-2-2 Purchase Authorization currently states *“No purchase in excess of five hundred dollars (\$500.00) shall be made without first securing a purchase order authorization from the Town Manager or his designee.”* Which has become inadequate due to inflation and should be adjusted to ensure the Town’s Department Heads can purchase supplies in a timely manner. The Staff is requesting this amount to be increased to \$2,500.00.

According to invoices booked in 2022 through November the Town has incurred 6,947 invoices.

- 6,562 for invoices \$500 or under
- 127 for invoices between \$501 and \$1,000
- 134 invoices between \$1,001 and \$2,500
- 98 for invoices between \$2,501 and \$10,000
- 26 for invoices between \$10,001 and up

The majority of invoices between \$501 and \$1,000 are for Parks operating supplies that are ordered each week for cleaning supplies for the restrooms, utilities, office supplies printing, and postage. Over \$1k to \$2,500 are mostly computer programs and IT services. The Board of Trustees will still be reviewing and approving the AP report at each board meeting.

Recommended Motion

I Move to approve Ordinance 2023-01 to Amend Town of Grand Lake Municipal Code Article 4-2-2 Purchase Authorization to increase the Purchase Order requirement from \$500 to \$2,500.00

-Or-

I Move to approve Ordinance 2023-01 to Amend Town of Grand Lake Municipal Code Article 4-2-2 Purchase Authorization to increase the Purchase Order requirement with the Following Changes:

-Or-

I Move to Deny Ordinance 2023-01 to Amend Town of Grand Lake Municipal Code Article 4-2-2 Purchase Authorization to increase the Purchase Order requirement.

**TOWN OF GRAND LAKE BOARD OF
TRUSTEES ORDINANCE NO. 2023-01**

**AN ORDINANCE AMENDING TOWN CODE SECTION 4-2-2 Purchasing
Authorization.**

WHEREAS, the Board of Trustees of the Town of Grand Lake, Colorado, pursuant to Colorado Statute is vested with the authority of administering the affairs of the Town of Grand Lake, Colorado; and

WHEREAS, Section 4-2-2 PURCHASING AUTHORIZATION. Approvals and authorization under the title has become inadequate due to inflation; and

WHEREAS, Increasing the requirement of a purchase order from the current \$500 to \$2,500 for expenditures of supplies, materials, equipment, and services will bring the Town's procurements in line with today's prices and practices.

**NOW THEREFORE BE IT ORDAINED BY THE BOARD OF TRUSTEES
OF THE TOWN OF GRAND LAKE AS FOLLOWS:**

Grand Lake Municipal Code 4-2-2 shall be amended from

No purchase in excess of five hundred dollars (\$500.00) shall be made without first securing a purchase order authorization from the Town Manager or his designee.

To

No purchase in excess of two thousand five hundred dollars (\$2,500.00) shall be made without first securing a purchase order authorization from the Town Manager or his designee.

2. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Ordinance is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Ordinance. The Board of Trustees hereby declares that it would have passed this Ordinance and each part hereof irrespective of the fact that any one part or parts are declared unconstitutional or otherwise invalid.

3. Repeal. Existing ordinances or parts of ordinances covering the same matters as embraced in this Ordinance are hereby repealed and all ordinances or parts of ordinances inconsistent with the provisions of this Ordinance are hereby repealed, except that this repeal shall not affect or prevent the prosecution or punishment of any person for any act

done or committed in violation of any ordinance hereby repealed prior to the taking effect of this Ordinance. Except as specifically amended by this ordinance, all other provisions of the Grand Lake Town Code shall remain in full force and effect.

INTRODUCED, APPROVED AND ADOPTED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF GRAND LAKE THIS 9^h DAY OF JANUARY 2023.

Votes Approving: _____
Votes Opposed: _____
Absent: _____
Abstained: _____

ATTEST:

BOARD OF TRUSTEES OF THE TOWN OF GRAND LAKE, COLORADO

Alayna Carrell
Town Clerk

By: _____
Stephan Kudron
Mayor