



RESOLUTION NO. 2374

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF WICKENBURG, STATE OF ARIZONA, ADOPTING AN ANNUAL POLICY PRESCRIBING PROCEDURES FOR PURCHASING FROM THE MAYOR AND ANY MEMBER OF THE COMMON COUNCIL

WHEREAS, pursuant to the provisions of Section §38-503(C)(2), Arizona Revised Statutes, as amended, the Town of Wickenburg may authorize without using competitive public bidding procedures, the purchase of supplies, materials, and equipment from the Mayor and any member of the Council; and,

WHEREAS, the Common Council may adopt, on an annual basis, a policy that governs such purchases if the Mayor and Common Council desire, to make purchases in accordance with the procedure set forth in ARS §38-503(C)(2).

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the Town of Wickenburg, Maricopa County, State of Arizona, that the following policy is adopted and procedures are prescribed for purchasing supplies, materials, and equipment from the Mayor and/or any member of the Common Council during the fiscal year 2025-26:

Section 1: During the fiscal year ending June 30, 2026, the Town of Wickenburg may purchase supplies, materials, and equipment from the Mayor and any member of the Council without using competitive public bidding procedures if the amount of a single transaction does not exceed three hundred dollars (\$300.00). The collective totals of such transactions in said fiscal year for each member of the Common Council or for the Mayor shall not exceed one thousand dollars (\$1,000.00).

Section 2: In this Resolution, "Purchasing Agent" means the person authorized by the Town Manager to act on behalf of the Town when procuring supplies, materials, and equipment for public use. The Purchasing Agent shall keep separate, up-to-date records of all purchasing transactions with the Mayor and each member of the Council. These records shall be public and shall include the date, amount, and nature of each transaction made pursuant to this Resolution. The purchasing agent shall be responsible for ensuring that the cost of a single transaction made pursuant to this Resolution does not exceed three hundred dollars (\$300.00) and that the total of such transactions as to each member of the Council during the fiscal year ending June 30, 2026, does not exceed one thousand dollars (\$1,000.00). Any purchasing transaction

with the Mayor or a member of the Council that exceeds these limits shall only be made by public competitive sealed bidding procedures.

Section 3: The provisions of this Resolution shall be cumulative and supplemental to the provisions of the Town Code or ordinances governing purchasing procedures and specifically, Section 4-4-8 (B), of said Code.

PASSED AND ADOPTED BY THE COMMON COUNCIL OF THE TOWN OF WICKENBURG, ARIZONA THIS 19th DAY OF MAY 2025.

BG Bratcher, Mayor

ATTEST:

Amy Brown, Town Clerk

APPROVED AS TO FORM:

Trish Stuhan, Town Attorney
Pierce Coleman PLLC

CERTIFICATION

I, Amy Brown, Town Clerk, hereby certify that the foregoing Resolution Number 2374 was duly passed and adopted by the Common Council of the Town of Wickenburg, Arizona, at a regular meeting held on the 19th day of May 2025 and that a quorum was present at the meeting.

Amy Brown, MMC
Town Clerk