

CITY OF CRAIG, COLORADO

RESOLUTION NO. 36 (2025)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRAIG, COLORADO, ADOPTING A REVISED PURCHASING AND PROCUREMENT POLICY, REPEALING RESOLUTIONS NO. 24 (2023) AND NO. 11 (2024).

WHEREAS, the City of Craig (“City”) is a home rule municipality duly organized and existing under Article XX of the Colorado Constitution and the City’s Home Rule Charter approved by the electors; and

WHEREAS, the City of Craig (“City”) recognizes the need to clarify and strengthen its purchasing and procurement procedures to ensure fiscal accountability, transparency, and consistency with current state and federal procurement standards; and

WHEREAS, the City’s Administration and Finance Department initiated and delegated the process of revising the City’s Purchasing and Procurement Policy, with extensive input from department directors and subject-matter staff beginning in early 2024 and finalized in recent months; and

WHEREAS, the City’s Finance Committee participated in the final review and recommendation of the document prior to submission to City Council for consideration; and

WHEREAS, the revised City of Craig Purchasing and Procurement Policy (“Policy”) establishes clear purchasing authority levels, formal and informal solicitation procedures, ethical standards, vendor selection protocols, and approval thresholds to align with best practices in public administration; and

WHEREAS, the Policy establishes the following general purchasing approval limits:

- Department Director approval for purchases under \$10,000;
- City Manager approval for purchases up to \$25,000; and
- City Council approval for purchases of \$25,000 and above; and

WHEREAS, Section 3.08 of the Craig Municipal Code currently references the City’s purchasing and procurement policies and procedures, and such provisions will require formal amendment by ordinance to align with the revised Policy; and

WHEREAS, the City Council desires to adopt the revised Policy by resolution at this time, with the understanding that a companion ordinance revising the Municipal Code will be prepared, introduced, and adopted prior to the conclusion of calendar year 2025; and

WHEREAS, upon adoption of said ordinance, the City of Craig Purchasing and Procurement Policy shall become fully effective beginning January 1, 2026; and

WHEREAS, Resolutions No. 24 (2023) and No. 11 (2024), previously addressing purchasing and procurement procedures, are hereby repealed in their entirety as superseded by this action.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CRAIG, COLORADO:

1. Adoption of the Policy. The City Council hereby adopts the City of Craig Purchasing and Procurement Policy, attached hereto as Exhibit A and incorporated herein by reference, as the official purchasing and procurement policy of the City of Craig.

2. Repeal of Prior Resolutions. Resolutions No. 24 (2023) and No. 11 (2024) are hereby repealed in their entirety.

3. Municipal Code Amendment. City staff, in coordination with the City Attorney, are authorized to prepare and present for first reading an ordinance amending Title 3, Chapter 3.08 of the Craig Municipal Code to reflect the provisions of the newly adopted Policy.

4. Effective Date. The City of Craig Purchasing and Procurement Policy shall take effect January 1, 2026, following formal adoption of the necessary Municipal Code revisions by ordinance.

5. Record of Process. The Council recognizes and commends the Administration and Finance Department, all participating department heads, and the Finance Committee and the Project Manager for their diligent and collaborative effort in revising and finalizing the Policy for Council consideration.

PASSED, APPROVED, AND ADOPTED this 28th day of October, 2025, by the City Council of the City of Craig, Colorado.

CITY OF CRAIG, COLORADO

By: _____

Chris Nichols, Mayor

Attest: _____

Katie Carmody, City Clerk

Exhibit A: City of Craig Purchasing and Procurement Policy (Adopted 2025)