



Maya Sanchez
Mayor

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Alderson Place 1

David Cantu
Alderson Place 2

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Alderson Place 3

Rebecca Martinez-Juarez
Alderson Place 4

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Alderson Place 5

RESOLUTION NO. 1709R.01

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SAN ELIZARIO ESTABLISHING A PURCHASING POLICY FOR THE CITY

RECITALS

- WHEREAS, the City Council ("City Council") of the City of San Elizario ("City") recognizes the need for accountability measures and for transparency standards to its citizens regarding the purchase of materials and services by the City for city operations; and
- WHEREAS, the City Council desires to establish a purchasing policy containing guidelines for purchase authorization and expenditures; and
- WHEREAS, pursuant to Texas Local Government Code Section 101.00, the City Council may manage and control the finances of the municipality; and
- WHEREAS, pursuant to Texas Local Government Code Section 51.001, the City Council finds that it is necessary and proper for the good government and order of the City to establish a purchasing policy for the City.

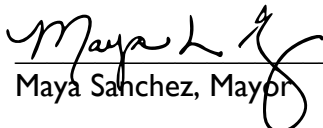
NOW, THEREFORE, BE IT RESOLVED by the City Council of San Elizario, Texas, that:

1. The foregoing Recitals are hereby adopted as facts and are incorporated fully herein.
2. The City Council hereby approves and adopts the *City of San Elizario Purchasing Policy*, attached hereto as **Attachment A** and incorporated fully herein.
3. All resolutions, or parts thereof, that are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters regulated, herein.
4. Should any of the clauses, sentences, paragraphs, sections or parts of this Resolution be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Resolution.

5. This Resolution shall be effective immediately upon passage and approval.

PASSED AND APPROVED this, the 14th day of March, 2017, by a vote of 5 (ayes) to 0 (nays) to 0 (abstentions) of the City Council of San Elizario, Texas.

CITY OF SAN ELIZARIO, TEXAS



Maya Sanchez, Mayor

CITY OF SAN ELIZARIO PURCHASING POLICY

Adopted March 2017

- a) Application. This purchasing policy applies to purchases not subject to the statutory requirements of competitive bidding contained in Local Government Code Section 252.021 Competitive Requirements for Purchases, as amended.
- b) General. Supplies, materials, and professional services shall be purchased by following the procedures outlined in this policy. All purchases made and paid for by City funds are to be used for City purposes only.
- c) Funding Required. Available and sufficient funding in the budget shall be the basis for all purchases. No purchase shall be processed without the availability of funds, except upon authorization from the City Council.
- d) Purchase Approval Criteria.
 - 1) Purchases less than \$3,000 shall be approved by the Mayor, the City Administrator and the City's Chief Fiscal Officer.
 - 2) Purchases in excess of \$3,000 but less than \$10,000 shall be approved by the Mayor, the City Administrator and the City's Chief Fiscal Officer in accordance with State purchasing guidelines.
 - 3) Purchases in excess of \$10,000 shall be approved by the City Council unless funding is provided in the current fiscal year budget in a specified budgeted item in accordance with State purchasing guidelines.
- e) Receipt Required. Vendor invoices, tickets, sales slips, or a receipt with a notation of the purchased item(s) must be submitted to the City for payment.
- f) Council Review and Approval. Purchases made in accordance with this policy shall be submitted to the City Council as part of the monthly financial report for review and approval of monthly expenditures.
- g) Emergency Purchases. Emergency purchases in excess of \$50,000, which are made without solicitation of competitive bids, shall be permitted under this policy in accordance with Local Government Code Section 252.022, as amended. All emergency purchases shall be approved by the Mayor, the City Administrator and the City's Chief Fiscal Officer. In addition, the reason for the waiver of the competitive bid/proposal requirements must be cited, in writing, using the appropriate section of the Code.
- h) Procurement of Professional Services. Contracts for professional services shall comply with this policy, and shall be awarded in accordance with the Professional Services Procurement Act, Government Code 2254, as amended.
- i) Local Government Cooperative Purchasing. Purchases made through a local purchasing program shall comply with this policy and in accordance with Local Government Code Chapter 271.081 State Cooperation in Local Purchasing Programs, as amended.