

RESOLUTION NO. 011-24

A RESOLUTION OF THE TOWN OF HIGHLAND PARK, TEXAS, AMENDING THE STATEMENT OF FINANCIAL MANAGEMENT POLICIES CLARIFYING THE FINANCIAL THRESHOLD FOR PURCHASE OF GOODS AND SERVICES BY CONTRACT AND INCORPORATING RULES AND GUIDELINES FOR RECEIVING SEALED BIDS AND PROPOSALS ELECTRONICALLY.

WHEREAS, it is the desire of the Town Council of the Town of Highland Park, Texas ("Town") to maintain a collection of sound financial policies; and

WHEREAS, over time, both internal and external influences give cause for the consideration and evaluation of modifications and refinements to the Town's Statement of Financial Management Policies ("FMP"); and

WHEREAS, the purpose of the FMP is to provide a more efficient manner of managing the Town's fiscal affairs, the safeguarding of Town's assets, and the maintenance of the Town's financial integrity; and

NOW THEREFORE BE IT RESOLVED by the Town Council of the Town of Highland Park, Texas, that the Statement of Financial Management Policies, Section V. *Expenditure/Expense Control*, Part B *Purchases* is amended as follows:

SECTION 1: Section V. *Expenditure/Expense Control, Part B Purchasing*

All Town purchases and contracts over \$3,000 shall conform to Chapter 252, Subchapter B of the Local Government Code of Texas, as amended. Purchases of goods or services subject to the competitive bid process and purchases of goods or services by contract, in excess of the threshold established for competitive bidding within Chapter 252 of the Local Government Code, shall be submitted to the Council by the Administrator for Council approval. The adoption of the annual budget gives the Administrator the authority to approve all other purchases for goods or services in accordance with each department's approved budget. Contracts entered into by the Town for the purchase of goods or services will be reviewed by the Town Attorney prior to execution.

The purchase of goods or services at a total cost of \$1,000 or more must be made through the Town's purchase order system. Written purchase orders shall also be used for vendors requiring formal Town authorization regardless of the dollar amount.

Any payment for the purchase of goods or services by the Town at a total cost of less than \$1,000 may be made via a written Accounts Payable Voucher, signed and submitted by the applicable Department Director to the Town's Finance Department. All documentation for the disbursement of funds by the Town's Finance Department shall require the signature of the Director in addition to the respective Department Director prior to processing.

In accordance with Section 252.0415 of the Texas Local Government Code, the Town is authorized to receive sealed bids or proposals electronically. To ensure the identification, security and confidentiality and prevent opening of submittals prior to the advertised opening date and time, these submittals shall be received in a password protected digital account only accessible at the date and time advertised for the opening. The information technology department, or third party used to collect the submittals, will certify that the submittals were not opened until the advertised date and time. Any bids submitted after the advertised date and time will not be considered. If any submitted bids are opened prior to the advertised opening date and time, all bids will be considered rejected and the process will be redone.

PASSED AND APPROVED this 18th day of June, 2024.

APPROVED AS TO FORM:



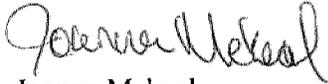
Susan Thomas
Town Attorney

APPROVED:



Will C. Beecher
Mayor

ATTEST:



Joanna Mekeal
Town Secretary