

ORDINANCE NO. 687

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COLUMBIA, TEXAS, REPEALING ARTICLE V., FINANCE, OF CHAPTER 6, FINANCE AND TAXATION, OF THE CODE OF ORDINANCES; ADOPTING AMENDMENTS TO THE CITY OF WEST COLUMBIA PURCHASING POLICY BY RESOLUTION; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT WITH THIS ORDINANCE; AND PROVIDING FOR SEVERABILITY.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WEST COLUMBIA, TEXAS:

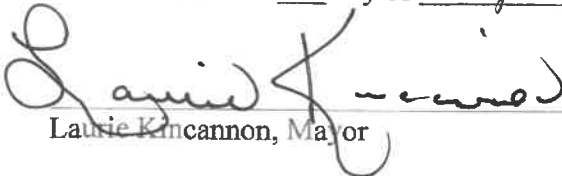
SECTION 1. The City hereby repeals and reserves Article V., Finance, of Chapter 6, Finance and Taxation of the City of West Columbia Code of Ordinances.

SECTION 2. The City shall adopt a Resolution attached hereto as Exhibit A, and made a part hereof for all intents and purposes adopting amendments to the City's Purchasing Policy and establishing an effective date.

SECTION 3. All ordinances or parts of ordinances inconsistent or in conflict with this Ordinance are, to the extent of such inconsistency or conflict, repealed.

SECTION 4. In the event any clause, phrase, provision, sentence, or part of this Ordinance or the application of this Ordinance to any person or circumstances shall be for any reason adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision of this Ordinance other than the part declared to be invalid or unconstitutional; and the City Council of the City of West Columbia, Texas, declares that it would have passed each and every part of the Ordinance notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

PASSED, APPROVED AND ADOPTED this 9th day of August, 2021.


Laurie Kincannon, Mayor

Attest:


Kelli Kuban, City Secretary

Exhibit A

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COLUMBIA, TEXAS, ADOPTING AMENDMENTS TO THE CITY'S PURCHASING POLICY AND ESTABLISHING AN EFFECTIVE DATE FOR SUCH POLICIES.

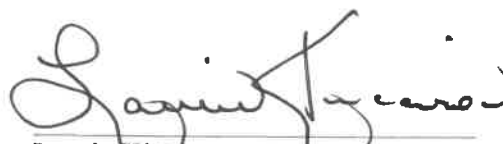
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BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WEST COLUMBIA, TEXAS:

Section 1. The City Council of the City of West Columbia, Texas, hereby adopts amendments to the City's Purchasing Policy. A copy of such amended Purchasing Policy are attached hereto as "Appendix 1" and made a part hereof for all intents and purposes.

Section 2. The City of West Columbia Purchasing Policy shall become effective immediately upon passage.

PASSED, APPROVED, AND RESOLVED this 9th day of August 2021.


Laurie Kincannon, Mayor

ATTEST:


Kelli Kuban, City Secretary

Appendix 1

City of West Columbia Purchasing Policy

**CITY OF WEST COLUMBIA, TEXAS
PURCHASING POLICIES & PROCEDURES**

I. RESPONSIBILITY OF CITY MANAGER.

A. ISSUING THE PURCHASE ORDER.

Issuing of all purchase orders is the responsibility of the City Manager. It is the City Manager's responsibility to see that only approved, budgeted purchases are made at the most economical prices to the City.

B. PRIOR APPROVAL OF PURCHASES NECESSARY.

Except for those purchases listed below, no order is to be placed or merchandise received without a properly authorized purchase order. The City is not obligated for purchases made without obtaining prior approval for the purchase.

Purchases not requiring purchase orders are as follows:

1. Professional Services.
2. Annual Contracts (copy of contract to be kept on file).
3. Telephone & Utility Bills.
4. Council Fees.
5. Expense & Travel Reports/Mileage Reimbursement (Special form to be used).
6. Postage.
7. Petty Cash Vouchers.
8. Insurance.
9. Maintenance Agreements (copy of agreement to be kept on file).
10. Payroll Expenses.
11. Election Expenses.
12. Membership Dues.
13. Bank Notes & Bank Fees.

Monthly purchase orders may be issued by the City Manager for miscellaneous purchases of auto parts not to exceed \$100. In case of major repairs to vehicles, the City Manager shall issue the purchase order.

Purchases shall be made from businesses established within the City of West Columbia whenever possible.

C. FUNDS AVAILABILITY.

No purchase order shall be issued unless unencumbered, budgeted funds are available to pay for the purchase. The City Manager may transfer funds between accounts within a department. If sufficient unencumbered funds are not available in the department, the City Manager may request the City Council approval for a transfer of funds from contingencies.

D. PROCEDURES FOR ISSUING PURCHASE ORDERS.

1. Purchase orders shall have an original and one (1) copy.
2. Information on the purchase order shall include date, name, address and phone number of vendor, description of merchandise ordered, name of employee requesting purchase, department merchandise is to be used in, account code, vehicle unit number or project description.
3. The original copy of the purchase order shall be attached to the invoice along with shipping/receiving slip signed by the employee who received the merchandise.
4. The other copy of the purchase order shall be retained in the purchase order book.
5. All invoices received shall (without fail) be turned in on day merchandise is received.
6. If only a part of the merchandise order is received, the invoice is held until the full order is received. The Finance Department is alerted to partial shipments.

II. RESPONSIBILITY OF THE FINANCE DEPARTMENT.

- A. It shall be the duty of the Finance Department to assure that purchasing policies and procedures are followed.
- B. It shall be the duty of the Finance Department to prepare all notices, bid invitations, and specifications with the assistance of the City Manager.
- C. The Finance Department shall verify each invoice and attachment for completeness, accuracy, and availability of funds.
- D. It shall be the duty of the Finance Department to issue checks for approval by the City Council.

III. RULES & REGULATIONS GOVERNING THE PURCHASE OF GOODS OR SERVICES.

A. \$0.00 - \$3,000.00

Purchases requiring an expenditure of \$3,000 or less may be made without soliciting quotes or competitive bids.

B. \$3,000.00 - 50,000.00

The City Manager shall be and is hereby authorized to enter into any contract on behalf of the City calling for or requiring expenditure or payment in the amount of fifty thousand dollars (\$50,000.00) or less out of any fund or funds of the city or imposing an obligation or liability of any nature or character upon the city without first submitting such proposed contract to competitive bids unless expressly directed to obtain competitive bids on the contract in question by formal action of the City Council. Purchases requiring an expenditure exceeding \$3,000 but less than \$50,000 require soliciting a minimum of three (3) quotes, with contacting at least two (2) HUBs

(Historically Underutilized Businesses), where available, before a purchase order will be issued. Quotes must be in writing and attached to the purchase order.

C. \$50,000.00+.

Purchases over \$50,000.00 of City funds shall meet all competitive bidding and bid advertisement required of the State of Texas Local Government Code. The request for bids will be submitted to the City Manager and the Finance Department for preparation of notices, invitations to bid, and specification packages.

D. SOLE SOURCE PURCHASES.

Sole source purchases may not require bidding. The City Manager, in consultation with the City Attorney, shall determine whether compliance with the bidding laws is required, and shall notify City Council in writing if the purchase is not to be bid. An example of purchases that may be from only one source: there is no competitive product. The good/service is one-of-a-kind product due to existing patents, copyrights, natural monopolies, secret processes or sole expertise. The compatibility of equipment, accessories or replacement parts is the consideration and can only be supplied by one source.

E. EMERGENCY PURCHASES.

In accordance with State of Texas Local Government Code, quotation requirements are required in the following situations:

1. In a case of a public calamity where it becomes necessary to act at once to relieve the necessity of the citizens or to preserve the property of the City;
2. Where it is necessary to preserve or protect the public health of the citizens of the City;
3. In the case of unforeseen damage to public property, machinery and/or equipment;
4. Contract for professional services.

F. OTHER THAN LOW BIDS.

If one or more bids from a bidder whose principal place of business is in the City and whose bid is within three percent of the lowest bid price received from a bidder who is not a resident of the City, the City may enter into a contract with the lowest bidder or the bidder whose principal place of business is in the City if the City Council determines, in writing, that the local bidder offers the City the best combination of contract price and additional economic development opportunities for the City created by the contract award including the employment of residents of the City and increased tax revenues to the City.

G. CHANGE ORDERS.

Under Chapter 252.08, Local Government Code, if changes in plans or specifications are necessary after the performance of the contract has begun or it becomes necessary to decrease or increase the quantity of work to be performed or of materials, equipment or supplies to be furnished, the City Council or the City Manager may approve change orders making the changes. The original contract price may not be increased by more than twenty-five (25%). The original contract price may not be decreased by more than twenty-five (25%) percent without the consent of the contractor.

The total contract price may not be increased because of the changes unless additional money for the increased costs is appropriated. If a change order involves a decrease or an increase of Fifty Thousand (\$50,000) dollars or less, and the change does not expand the scope of the project, the City Manager may approve the change order. The City Manager will submit written notification to City Council stating the dollar amount of the change and the justification for the change.

IV. ENFORCEMENT OF THE PURCHASING POLICY & PROCEDURES.

Failure to adhere to the City of West Columbia's Purchasing Policy and Procedures by any employee shall result in disciplinary action against that employee.