

**TOWN OF BARTONVILLE
RESOLUTION NO. 2026-01**

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, TEXAS ADOPTING A POLICY TO PROVIDE GENERAL AUTHORITY TO THE TOWN ADMINISTRATOR TO CONTRACT FOR EXPENDITURES AND EXECUTE CONTRACTS WITHOUT FURTHER APPROVAL OF THE TOWN COUNCIL IN ACCORDANCE WITH THE PROVISIONS OF THE TOWN OF BARTONVILLE PURCHASING POLICY ADOPTED VIA RESOLUTION OF THE TOWN COUNCIL AND THE PROVISIONS OF THIS RESOLUTION; PROVIDING FOR THE INCORPORATION OF PREMISES; PROVIDING FOR ADOPTION OF THE “TOWN ADMINISTRATOR SIGNATURE AUTHORITY POLICY” AS SET FORTH HEREIN; PROVIDING A CUMULATIVE/REPEALER CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Bartonville, Texas, is a Type A General Law Municipality located in Denton County, Texas, created in accordance with provisions of the Texas Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

WHEREAS, Section 9.04.034, “Powers and Duties”, of Division 2, “Town Administrator”, of Article 9.04, “Officers and Employees”, of Chapter 9, “Personnel” of the Town of Bartonville Code of Ordinances provides that the Town Administrator shall be responsible to the Town Council for the administration of all affairs of the Town, under the jurisdiction of the Town Administrator: and

WHEREAS, the Town Council has determined it necessary and appropriate for the efficient administration of Town business to adopt this Resolution to provide authority to the Town Administrator in accordance with the Town’s Purchasing Policy, as amended from time to time; and

WHEREAS, in order to facilitate the efficient operation of the Town and the implementation of the budget, the Town Council has determined it necessary and appropriate to adopt this Resolution to authorize the Town Administrator to contract and to execute certain documents to ensure proper administration of Town affairs and the adopted Town budget; and

WHEREAS, the Town Council has determined that pursuant to the Purchasing Policy and this Resolution, the Town Administrator should be authorized to contract and to execute documents in accordance with the guidelines set forth below.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, TEXAS:

SECTION 1. Incorporation of Premises. That the above and foregoing premises are true and correct and are incorporated herein and made a part hereof for all purposes.

SECTION 2. Town Administrator Signature Authority Policy. The following Town Administrator Signature Authority Policy is hereby adopted:

TOWN ADMINISTRATOR SIGNATURE AUTHORITY POLICY

In accordance with Town policies, including without limitation the Town of Bartonville Purchasing Policies, adopted by Resolution and as amended from time to time, federal and state law including all bidding requirements, the following contracts may be entered into and executed on behalf of the Town by the Town Administrator or a designated Acting or Interim Town Administrator (hereinafter "Town Administrator"), without further Council authorization, provided funds are budgeted therefore:

- A. Contracts for the purchase of goods or services for which funds have been approved by Town Council pursuant to the adopted budget, including all adopted amendments to the budget, in the fiscal year during which payment is due (hereinafter "Budget");
- B. Contracts for the purchase of goods or services which do not require an expenditure of funds, and which are determined necessary for the efficient operation of the Town and the implementation of the Budget;
- C. Contracts for use of bond proceeds, including professional services, which have been included in the Budget;
- D. Contracts for the use of Town owned facilities by a third party when such facilities have been designated by the Town Council as a facility available for public use;
- E. Contracts for which the Town Council has otherwise expressly provided authorization for execution by the Town Administrator, including the Town of Bartonville Purchasing Policies adopted via Resolution No. 2026-02, including all subsequent amendments thereto, on file with the office of the Town Secretary.

SECTION 3. Ratification of Prior Actions. The adoption of this Resolution ratifies prior actions of the Town Administrator for the execution of documents that were taken pursuant to existing policies as well as Council directives, authorizations, and budgetary authorizations.

SECTION 4. Cumulative/Repealer Clause. This Resolution shall be cumulative of all other Resolutions of the Town of Bartonville and shall not repeal any of the provisions of such Resolutions except for those instances where there are direct conflicts with the provisions of this Resolution. Resolutions or parts thereof in force at the time this Resolution shall take effect and that are inconsistent with this Resolution are hereby repealed to the extent that they are inconsistent with this Resolution.

SECTION 5. Severability Clause. If any section, article, paragraph, sentence, clause, phrase or word in this Resolution or application thereof to any person or circumstance is held invalid or unconstitutional by a Court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this Resolution, and the Town Council hereby declares it would have passed such remaining portions of this Resolution despite such invalidity, which remaining portions shall remain in full force and effect.

SECTION 6. Effective Date. This Resolution shall take effect immediately from and after its passage.

PASSED AND APPROVED by the Town Council of the Town of Bartonville, Texas, on this the 17th day of March 2026.

APPROVED:

Jaclyn Carrington,
Mayor

ATTEST:

Shannon Montgomery, TRMC
Town Secretary