RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, AMENDING AND REPLACING RESOLUTION NO. 2019-05, GRANTING AUTHORITY TO THE CITY MANAGER TO ESTABLISH PURCHASING POLICIES AND PROCEDURES; AND AUTHORITY TO APPROVE CHANGE ORDERS AND CONTRACTS SUBJECT TO LIMITATIONS SET BY STATE LAW, APPLICABLE STATUS, AND THE CITY CHARTER.

WHEREAS, the City Council of the City of Manor (the "City Council") desires to maintain fiscal responsibility by establishing cost-effective purchasing policies and procedures;

WHEREAS, Chapter 252 of the Texas Local Government Code allows the governing body of a municipality to grant general authority to an administrative official to approve change orders to contracts;

WHEREAS, the City Council desires to grant the City Manager of the City of Manor (the "City Manager") the authority to sign legal commitments of the City that are $99,999 or less; and

WHEREAS, the City Council has determined it is in the best interest of the City to grant the City Manager authority to establish purchasing policies and procedures; authorize the City Manager to approve change orders subject to limitations set by state law, as amended; and authorize the City Manager to sign legal commitments of the City subject to limitations set by City Council.

NOW, **THEREFORE**, **BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANOR, THAT:**

SECTION 1. The City Council hereby approves the recitals contained in the preamble of this Resolution and finds that all the recitals are true and correct and incorporate the same in the body of this Resolution as findings of fact.

SECTION 2. The City Manager, as the chief executive officer of the City of Manor ("City"), is hereby charged with establishing, maintaining and enforcing all purchasing policies within the City that fully comply with all applicable, local, state, or federal laws and that protect the taxpayers of Manor.

SECTION 3. The City Council shall evaluate the effectiveness of such policies and procedures during its approval of the City's Annual Budget as well as when it is called upon to approve contracts for goods and services.

SECTION 4. The City Council further grants authority to the City Manager, or his designee, to approve change orders that involve a decrease or an increase in the contract amount of $25,000 or less.

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SECTION 5. The City Council further grants authority to the City Manager to sign legal commitments of the City in an amount that is $99,999 or less.

SECTION 6. If any section, article, paragraph, sentence, clause, phrase or word in this resolution or application thereof to any persons or circumstances 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 City Council hereby declares it would have passed such remaining portions of the resolution despite such invalidity, which remaining portions shall remain in full force and effect.

PASSED AND ADOPTED this _____ day of _____, 2026.

THE CITY OF MANOR, TEXAS

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Dr. Christopher Harvey, Manor

ATTEST:

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Lluvia T. Almaraz, City Secretary

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