



Agenda Item: Discuss and Consider Approval Of The Park Board of Trustees of the City of Galveston Purchasing Policies, Procedures, and Controls Manual

Background: Staff has developed a purchasing manual to facilitate efficient and effective procurement. It recognizes and presents existing requirements from Texas state law and establishes internal policy that governs different types of major purchases. The remainder of the manual provides direct information and instructions by which the Chief Executive Officer (CEO) and/or the Chief Financial Officer (CFO) and their designees conduct their administrative authority in a cost-effective, legal fashion.

The Park Board bylaws, Article III, states, in pertinent part: “The Park Board may make such regulations, policies, and rules for the handling of its affairs as it may in its discretion deem advisable and... that such management practices must conform to applicable law.”

Article XIV of the bylaws states: “Park Board management policies shall be the Park Board operations guidelines. They may be adopted from time to time by the Park Board and shall be reviewed as necessary.”

The policy will be reviewed, evaluated, and revised as necessary.

While staff wrote the policy, they also worked with the City Auditor to develop the procedures and controls that will help ensure the policy is adhered to.

Staff Recommendation: Staff recommends approval of the Purchasing Policies, Procedures, and Controls Manual.