

ORDINANCE 11-01
CITY OF HIGHLAND, ARKANSAS
AN ORDINANCE TO REPEAL 03-29

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AN ORDINANCE TO REPEAL ORDINANCE NO 03-29 AND ESTABLISHING THE PROCEDURE FOR MAKING PURCHASES OF ALL SUPPLIES, APPARATUS, EQUIPMENT, MATERIALS AND OTHER THINGS REQUIRED FOR PUBLIC PURPOSES IN AND FOR THE CITY OF HIGHLAND, ARKANSAS, AND TO MAKE ALL NECESSARY CONTRACTS FOR WORK OR LABOR TO BE DONE OR MATERIAL TO BE FURNISHED FOR THE BENEFIT OF SAID CITY, OR IN CARRYING OUT ANY WORK OR UNDERTAKING OF A PUBLIC NATURE AND FOR THE PAYMENT OF SAME; DECLARING AN EMERGENCY TO EXIST; AND OTHER PURPOSES

Whereas, the mayor or his authorized representative shall have exclusive power and responsibility to make purchases of all supplies, apparatus, equipment materials and other things requisite for public purposes of the city, and to make all contracts for work or labor to be done or material or other necessary things to be furnished for the benefit of the city or carrying out any work or undertaking of a public nature therein; and

Whereas, the council shall have the management and control of finances and all the real and personal property belonging to the city; and

Whereas, the governing body may alter or revise the budget; and

Whereas, non-pledged funds appropriated by the governing body for any purpose may subsequently, by action of the governing body, be appropriated to another purpose, subject to the following exceptions:

- (1) Funds resulting from taxes levied under statute or ordinance for specific purposes may not be diverted to other purposes.
- (2) Appropriated funds may not be diverted to another purpose where any creditor of the municipality would be prejudiced thereby; and

Whereas, city resources demand careful accounting and control of revenues to guarantee solvency.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF
THE CITY OF HIGHLAND, ARKANSAS, THAT:**

Section 1: Ordinance No. 03-29 is repealed in its entirety.

Section 2: The mayor or his duly authorized representative shall observe the following procedures for purchasing, and said procedures shall be the purchasing policy for the City of Highland, Arkansas:

(A) The approval by the council of the budget shall amount to an appropriation of funds, which are lawfully applicable to the items therein contained. Expenditures shall

be made only from funds previously appropriated by the council and only for the purposes set forth in such appropriation.

(B) All miscellaneous administrative expenditures shall be made from a petty cash fund established in an amount appropriated by the city council. No amount shall be expended beyond the monthly amount appropriated by the city council. All payments from said petty cash fund shall be documented by paid receipts. Additional funding must be approved by the city council.

(C) On all purchases in amounts between \$1,000.00 (one thousand dollars) and \$10,000.00 (ten thousand dollars), no less than three (3) telephone bids shall be received. In cases where three (3) telephone bids are not obtainable, the mayor shall document the reasons therefore, except in emergency situations where such telephone bids are not obtainable,

Section 3: All purchases over \$10,000.00 (ten thousand dollars) shall be made by legal advertisement for sealed bids to be received by the city by a specified time on a date certain. Any bid received after the specified time shall not be opened or considered. All bids shall be opened in a public City Council meeting, except in a case of emergency or where impracticable. The mayor or the mayor's duly authorized representative shall have exclusive power to award the bid to the lowest responsible bidder, but any and all bids received may be rejected for any reason. The City may ignore any irregularities in any bid.

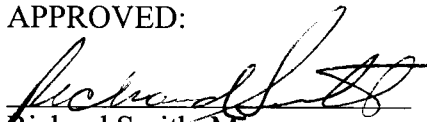
Section 4: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 5: If for any reason, any portion or portions of this ordinance shall be held to be invalid, such invalidity shall in no way affect the remaining portions thereof which are valid, and such valid portions shall be and remain in full force and effect.

Section 6: This ordinance being necessary for the preservation of the public peace, health, safety and welfare of the City of Highland, Arkansas, an emergency is hereby declared to exist and this ordinance shall be in full force and effect from the date of its adoption.

Passed and approved this the 8 day of February, 2011.

APPROVED:


Richard Smith, Mayor

ATTEST:


Mary Ruth Wiles, Recorder/Treasurer



AREAWIDE MEDIA

HIGHWAY 62 EAST
P.O. BOX 248
SALEM, ARKANSAS 72576
870-895-3207
FAX: 870-895-4277

TO: City of Highland
DATE : February 23, 2011

I, Janie Flynn, do solemnly swear that I am General Manager of The Record and that the advertisement charged for in the attached invoice was published in said publication as follows:

1st insertion 23rd day of Feb. 2011
2nd insertion _____ day of _____
3rd insertion _____ day of _____
4th insertion _____ day of _____
5th insertion _____ day of _____

(see attached)

The cost of this publication is computed according to established rates and/or state law, whichever is applicable.

TOTAL PRICE \$ 405.00

Janie Flynn
General Manager

Subscribed and sworn before me this
23rd day of February, 2011

Mickey Sue Ollhoff
Notary Public

Notary Public
State of Arkansas
County of Fulton
Mickey Sue Ollhoff
My appointment expires September 13, 2017

**ORDINANCE 11-01
CITY OF HIGHLAND, ARKANSAS**

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PASSED AND ADOPTED THIS 08 DAY OF FEBRUARY, 2011

ATTEST: Richard Smith, Mayor