



## Finance Committee Meeting

### AGENDA

August 2, 2016

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#### I. CALL TO ORDER

#### II. MATTERS BEFORE COMMITTEE

1. [Approval - Procurement Card Policy Revision](#)
2. [Approval - Procurement Card Policy for Elected Officials Revision](#)
3. [Approval - Purchasing Policy Revision](#)
4. [Approval - Travel Policy Revision](#)
5. [Discussion - Hiperweb 311](#)

#### III. ADJOURN



## Finance Committee Meeting

### AGENDA

August 2, 2016

**Item:**

Approval - Procurement Card Policy Revision

**Department:**

**Additional Information:**

**Financial Impact:**

**Budgeted Item:**

**Recommendation / Request:**

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [Procurement Card Policy Revision](#)



# CITY OF MONROE GEORGIA

**SUBJECT:** Procurement Card Policy REVISION

**DATE SUBMITTED:** 7-26-16

**DIVISION:** Purchasing

**AUTHORIZED BY:** Chris Bailey

**AGENDA DATE REQUESTED:** 8-2-16

**TYPE:**

**CONTACT PERSON:** Chris Bailey

**DEPARTMENT:** Finance

- Council  
 Committee  
 Administrator

**MOTION/RECOMMENDATION:**

Staff recommends to approve the update/revision to the Procurement Card Policy that was originally approved on 12/9/15. The update/revision will help to eliminate questions of acceptable spending on gifts and meals, and the elimination of activity log due to there being no need because of the level of detail within the accounting system for the cards. The following list is a summary of the revisions made to the existing policy:

Additions to section...

**2.f. Excluded Usage and Charges** – Meals unless specifically related to City sponsored events or exceptions as approved by the City Administrator.

Eliminations of section...

**2.g. Receipt Documentation** – All Procurement Card transactions must be documented and coded on the City of Monroe's Procurement Card Transaction Form (FORM B).

**BACKGROUND:**

Since the inception of the Procurement Card program in December of 2015, the City has over time issued the cards throughout the departments and now has a complete implementation. The use of Procurement Cards has cut the processing time of checks and payments to about 2/3 of the pre-existing process because not as many Purchase Orders are needed, thus fewer bills and checks being written. This has saved substantial amounts of time through paperwork elimination, as well as hours spent matching Purchase Orders with Invoices. The advancement of the program will surely benefit the City of Monroe going forward by providing a much higher level of personal accountability and detail, as well as saving labor hours during the processing of payments.

**ATTACHMENTS:**

1. Procurement Card Policy REVISED
  - 2.
  - 3.
  - 4.
- None

**REVIEWED BY (INITIALS):**

Legal: N/A  
 Finance: *ZHP*  
 Purchasing: *CCB*  
 Other:

**USER DEPT.:** City of Monroe

**SUBMITTED BY:** Chris Bailey

*Chris N. Bailey*  
 City Administrator

**ADVERTISED:**

Date: N/A  
 Paper: N/A  
 Not Required

**COSTS:** N/A

**FISCAL YEAR:** N/A

**BUDGET CODE:** N/A

**AFFECTED PARTIES:**  Notified  N/R

**COUNCIL ACTION:**

- Approved  
 Approved w/Conditions  
 Denied  
 Continued to:

**FUNDING SOURCE:**

- Capital Improvement  
 Operating Expense  
 Grant  
 Loan  
 Other      Item # 1

**CITY OF MONROE  
PROCUREMENT CARD POLICY**

**Date Issued: 8/10/16**

**Purpose**

The purpose of this policy is to establish the responsibilities, controls and authorizations for the application, issuance and processing of the Procurement Card (P-Card) Program for the employees of the City of Monroe. All purchases should follow the same rules and guidelines set forth in the City of Monroe Purchasing Policy. The following policy and any accompanying procedures establish the minimum standards which must be adhered to and monitored when making purchases using a P-Card. Individual department directors must monitor, and may impose more stringent or additional guidelines within their department. At no time should a city issued purchasing card or credit card be used for personal purchases regardless of the circumstances. Utilizing the purchasing card or credit card for personal use or for any item or service not directly related to such official's public duty may result in disciplinary action including, but not limited to, felony criminal prosecution. All purchases utilizing a government purchasing card or government credit card must be in accordance with these guidelines and with state law.

**Definitions**

***Authorized User*** – employee with written consent by a Cardholder to use a specific City of Monroe Procurement Card. It is recommended that each authorized user sign a Procurement Card Agreement Form prior to any use of the Procurement Card.

***Cardholder*** – an employee who is assigned an individual Procurement Card for use to execute transactions on behalf of the City of Monroe by his/her Department Director.

***Card Issuer*** – issuing bank servicing the Procurement Cards to City of Monroe employees.

***Department Procurement Card Liaison*** – Department Director or his/her delegate who is responsible for overseeing the Procurement Card Program within his/her Department.

***Procurement Card Administrator*** – employee of the City of Monroe charged with review and approval authority for the Procurement Card Program.

***Procurement Card Agreement (Form A)*** – agreement signed by the Cardholder and Procurement Card Administrator that outlines the responsibilities and duties regarding the use of the Procurement Card.

***Single Purchase*** – A single transaction is defined as one or more items purchased from the same vendor at the same time on the same day. Any intentional circumvention of this policy including split purchases is strictly prohibited.

**Policy**

It is the policy of the City of Monroe to control and monitor all purchases of products, goods and services through the use of a Procurement Card as stated in this policy. All purchases shall follow strictly developed guidelines set forth in the Purchasing and Procurement Card Policy, and be within acceptable funding through previously approved budgets. All purchases use the Procurement Card are to be administered by the following:

1. ***Roles and Responsibilities.*** The following section provides the different roles and subsequent responsibilities of each of those roles as it pertains to the City of Monroe Procurement Card Program:

- a) **Department Directors.** Department Directors are responsible for insuring that all expenditures incurred by his/her department comply fully with the requirements of this and other policies or procedures adopted by the City of Monroe. The Department Director is responsible for approval of all transactions authorized on Procurement Cards to his/her assigned department. The Department Director is responsible for the actions of designated Department Procurement Card Liaison for his/her department. The Department Director directly or through the designated Department Procurement Card Liaison expressly authorizes individual cardholders and establishes individual cardholder credit limits, to then be approved by the Procurement Card Administrator.
  - b) **Employees/Cardholders.** Employees or Cardholders are responsible for record keeping and the weekly transactions including obtaining and submitting receipts for the purchases with each week's online statement. The Cardholder of a Procurement Card must sign the Procurement Card Agreement (*Form A*) in order to be issued the card. This agreement must be on file with the Procurement Card Administrator. The cardholder is also responsible for timely submission of the original detailed receipts to the Department Procurement Card Liaison no less than weekly.
  - c) **Procurement Card Administrator.** The Procurement Card Administrator is responsible for issuing and managing the Procurement Card Agreements. Procurement Card Agreements must be signed by the Employee/Cardholder prior to the issuance of the Procurement Card. The Procurement Card system tracks the cardholder name, date issued, card number and spending limits. The Procurement Card Administrator will only grant system access to Authorized Users who are assigned responsibility for keeping track of the Procurement Cards issued. The Procurement Card Administrator is also responsible for training all Department Procurement Card Liaisons and holding Procurement Card meetings to update current cardholders of any changes to the Procurement Card Program.
  - d) **Department Procurement Card Liaison.** The Department Procurement Card Liaison must review the charges, credits and returns for all the Procurement Cards assigned to the responsible Department. Additionally, the Department Procurement Card Liaison must review the supporting documentation submitted by the Cardholder to assess the validity and completeness of the transaction as well as compliance with this policy, the Purchasing Policy, and other applicable policies or procedures. Any lack of documentation or support must be communicated immediately to the Cardholder and resolved in a timely manner. The Department Procurement Card Liaison is responsible for the approval of periodic transactions posted in the Procurement Card system. The Department Procurement Card Liaison is also responsible for coordination, instruction and guidance for all Cardholders under their supervision. Any misuse of the Procurement Card must be reported in written form to the Department Director.
  - e) **Finance Department.** The Finance Department is responsible for reconciling the Procurement Card statement received directly from the bank to the Procurement Card entries entered in the system and approved by the Department Procurement Card Liaisons. Any disputes or discrepancies must be investigated immediately and resolved. The Finance Department will only grant system access to Authorized Users who are accountable for general ledger coding of the Procurement Card transactions.
  - f) **Finance Director.** The Finance Director is directly responsible for auditing the City of Monroe Procurement Card program. All violations will be addressed with the offending Cardholder's Department Director and Department Procurement Card Liaison. Violator's Procurement Card accounts can be deactivated, reimbursements enforced and/or face termination.
2. **Procurement Card Program Control.** The following provides information detailing the control and conditions with which the Procurement Card Program is to be administered:
- a) **Safekeeping.** Access to the Procurement Card Program system's database is restricted to only authorize personnel and any misuse is strictly prohibited and will be subject the employee facing

immediate termination and possible prosecution. The Procurement Card is the property of the City of Monroe and as such should be retained in a secure location.

- b) **Authorization.** The Cardholder is solely responsible for all transactions. Delegating the use of the Procurement Card is permissible only to Authorized Users. It is required that each Authorized User read and sign a Procurement Card Agreement Form, prior to usage of the Procurement Card.
- c) **Card Cancellation.** All cards must be immediately cancelled when a Cardholder terminates employment with the City of Monroe or assumes another position that does not require the use of the Procurement Card in that department. The Human Resources Department notifies the Procurement Card Administrator weekly upon employee termination(s) or transfer(s). The Department Procurement Card Liaison must obtain the Procurement Card from the Cardholder, cut and return the Procurement Card to the Purchasing Division. If any employee is taking a leave of absence, then the Procurement Card should be placed on an "inactive" status during the leave; via notification to the Procurement Card Administrator. The Procurement Card may be reactivated upon the Cardholder's return only upon written request from the Cardholder's Department Director.
- d) **Dollar Limits.** The Procurement Card may have up to a maximum initial limit of \$10,000.00 unless otherwise approved higher by the Purchasing Card Administrator. A single transaction is restricted to limits as outlined in the Purchasing Policy approval limits. A Department Director may authorize individual cardholders with credit limits and single transaction limits lower than the standard limits. Any request to raise the limit must be submitted in writing from the Cardholder's Department Director to the Procurement Card Administrator for review and approval by the Finance Director.
- e) **Procurement Card Use.** Allowable uses for the Procurement Card will generally be goods and services within a Department's delegated authority granted by the Purchasing Policy for which the Purchasing Division has not already obtained competitive pricing. Check with your Department Procurement Card Liaison for clarification on any purchase prior to the transaction.
- f) **Excluded Usage and Charges.** No set of policies can contemplate or list every possible scenario. This list should be used as a guide, not authorization for purchase if not represented in the examples provided.
- Alcoholic beverages of any kind.
  - Personal vehicle charges.
  - Gifts, tickets or other personal items for any employee or their family members.
  - Long term leases or equipment rentals.
  - Meals unless specifically related to City sponsored events or exceptions as approved by the City Administrator.
  - Property leases including short term or long term storage.
  - City authorized cell phone payments.
  - Employee classes not related to their employment with the City of Monroe.
  - Sales Tax.
  - Any purchases made for grant funded projects require Finance Department approval prior. Check with your Department Procurement Card Liaison prior to the purchase if you have any questions about whether a charge is valid or not allowed under the Procurement Card Program.
- g) **Receipt Documentation.** All charges on the Procurement Card require an original detailed receipt from the vendor as support for the transaction. If the charge is invoiced to the Cardholder, then the invoice should be sent directly to the Cardholder's responsible Department. Receipts must include at a minimum: 1) vendor name, 2) amount, 3) date of transaction, and 4) description of the items purchased. Receipts that do not include this minimum documentation are not acceptable.
- All travel and event purchases charged on the Cardholder's account must adhere to the terms outlined by the City of Monroe Travel Policy.

- All transaction forms and supporting documentation must adhere to the Georgia Record Retention Policy. This documentation must be available for audit and review for seven (7) years after the date of purchase.

All receipts will be scanned into a PDF format and attached to the transaction in the Works program. This must be completed prior to the final approval of the transaction by the Finance Department. Departments will then attached the receipts to the Procurement Card Transaction Form and file receipts by month/year for audit purposes. The Department Director may add comments to the transaction in Works to identify the purpose for which the Procurement Card was used so that a complete history of the transaction is available in Works (*example – 2014 Professional Dues in APWA for Department Director*).

**h) Procurement Card Statement Distribution.**

- Internet inquiry access to all Cardholders.
- Master copy sent to Finance Department by the financial institution providing a breakdown of charges by Cardholder name and Department.

**i) Dates/Deadlines.** Although it would be best if supporting documentation was provided on a daily basis, each Department Procurement Card Liaison should receive the Cardholder's supporting documentation no later than Monday morning for the previous week's activity. If the information received is incomplete, the Department Procurement Card Liaison must send a notice to the Cardholder via email or appropriate departmental communication tool as a reminder. If the documentation is still not received by the Department Procurement Card Liaison after two (2) weeks, then the Department Procurement Card Liaison must send a notice to the Cardholder's appropriate Department Director for follow up. If there is still no response after the notice to the Cardholder's appropriate Department Director within two (2) weeks of the 2<sup>nd</sup> notice, then the Department Procurement Card Liaison must send a request to the Procurement Card Administrator for the Cardholder's account to be deactivated. Undocumented charges must be immediately refunded to the City of Monroe by the cardholder and no further transactions will be allowed. In order for the Cardholder to be reinstated, the City Administrator or his/her delegate will assess the Cardholder's history and determine if reinstatement is warranted.

**j) Lost Procurement Card.** If a card is lost or stolen, immediately notify the following:

- Card Issuer
- Department Procurement Card Liaison
- Procurement Card Administrator

**k) Procurement Card Violations.** The following is a list of violations of the Procurement Card Policy. Repeated violations can result in the deactivation of Cardholder accounts and penalties including possible termination of employment.

- Unacceptable purchases.
- Unacceptable documentation.
- Missed deadlines for submitting the procurement card supporting documentation.
- Unresolved credits or disputes.
- Intentional circumvention of the policies of the City of Monroe, specifically including the Purchasing and Travel Policies.
- Splitting transactions to avoid the single transaction limit.

FORM A

**CITY OF MONROE  
PROCUREMENT CARD AGREEMENT**

The City of Monroe is pleased to issue you a Procurement Card (P-Card) under our Procurement Card Program. This agreement outlines your responsibilities and duties regarding the use of the Procurement Card. The Procurement Card is a tool that can be used as an alternate method of procurement and payment. It is important to understand that this in no way relieves you of your responsibility to follow the instructions outlined in the Purchasing Policy. All normal approval processes still apply when using the Procurement Card.

The cardholder participating in the P-Card program agrees to the following terms and conditions:

- I agree not to use the P-Card for any personal or non-business related purchases whether the purchase is for me or someone else. I authorize the City of Monroe to take whatever steps are necessary to collect an amount equal to the total of the improper purchases, including but not limited to declaring such purchases an advance on my wages to the extent allowed by law. If I am no longer employed by the City, then I agree to pay legal fees incurred by the City upon initiating legal proceedings to collect the improper purchases.
- I agree to immediately report a lost or stolen card to Bank of America at 1.800.300.3084 (24/7), my Department Director and the Procurement Card Administrator (770.266.5406) at the first opportunity during normal business hours. I understand that failure to notify the above of the theft, loss or misplacement of the card could make me personally liable for any fraudulent use.
- I agree that the P-Card is not transferable. I am the only authorized user of the card, unless another user is specifically designated. I understand that as the Cardholder, I am solely responsible for all transactions not disputed within 30 days.
- I agree the City of Monroe may terminate my right to use the card at any time and for any reason. I agree to return the card to the City of Monroe immediately upon request or termination of employment.
- I agree that any of my purchases using the P-Card are subject to audit.
- I agree to follow the established procedures as stated in the City of Monroe Purchasing Policy, Procurement Card Policy and all other applicable City policies and procedures. I agree not to circumvent the established policies when using the P-Card.
- I agree to present the City of Monroe Tax Exempt form with all purchases on my P-Card to ensure a vendor does not include Georgia State Sales Tax on my P-Card purchases.
- I agree to submit all supporting documentation timely and completely.
- My signature below acknowledges that I have read the Procurement Card Policy and confirm my understanding of the procedures, terms and conditions for using the Procurement Card.

**Cardholder Name & Signature**

<i>Signature of Cardholder:</i>	
<i>Print Name:</i>	
<i>Title:</i>	<i>Procurement Card Number:</i>
<i>Department:</i>	<i>Date:</i>

This policy is adopted the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk



## Finance Committee Meeting

### AGENDA

August 2, 2016

**Item:**

Approval - Procurement Card Policy for Elected Officials Revision

**Department:**

**Additional Information:**

**Financial Impact:**

**Budgeted Item:**

**Recommendation / Request:**

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

[Procurement Card Policy for Elected Officials Revision](#)



# CITY OF MONROE GEORGIA

**SUBJECT:** Procurement Card Policy for Elected Officials REVISION

**DATE SUBMITTED:** 7-26-16

**DIVISION:** Purchasing

**AUTHORIZED BY:** Chris Bailey

**AGENDA DATE REQUESTED:** 8-2-16

**TYPE:**

**CONTACT PERSON:** Chris Bailey

**DEPARTMENT:** Finance

- Council  
 Committee  
 Administrator

**MOTION/RECOMMENDATION:**

Staff recommends to approve the update/revision to the Procurement Card Policy for Elected Officials that was originally approved on 12/9/15. The update/revision will help to eliminate questions of acceptable spending on gifts and meals, and the elimination of activity log due to there being no need because of the level of detail within the accounting system for the cards. The following list is a summary of the revisions made to the existing policy:

Additions to section...

**4.a. Excluded Usage and Charges** – Meals unless specifically related to City sponsored events.

Eliminations of section...

**6.f. Receipt Documentation** – All Procurement Card transactions must be documented and coded on the City of Monroe's Procurement Card Transaction Form (FORM B).

**BACKGROUND:**

Since the inception of the Procurement Card program in December of 2015, the City has over time issued the cards throughout the departments and now has a complete implementation. The use of Procurement Cards has cut the processing time of checks and payments to about 2/3 of the pre-existing process because not as many Purchase Orders are needed, thus fewer bills and checks being written. This has saved substantial amounts of time through paperwork elimination, as well as hours spent matching Purchase Orders with Invoices. The advancement of the program will surely benefit the City of Monroe going forward by providing a much higher level of personal accountability and detail, as well as saving labor hours during the processing of payments.

**ATTACHMENTS:**

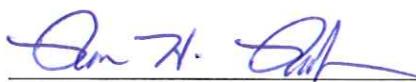
1. Procurement Card Policy for Elected Officials REVISED
  - 2.
  - 3.
  - 4.
- None

**REVIEWED BY (INITIALS):**

Legal: N/A  
 Finance: *ZHP*  
 Purchasing: *CCB*  
 Other:

**USER DEPT.:** City of Monroe

**SUBMITTED BY:** Chris Bailey

  
 City Administrator

**ADVERTISED:**

Date: N/A  
 Paper: N/A  
 Not Required

**COSTS:** N/A

**FISCAL YEAR:** N/A

**BUDGET CODE:** N/A

**AFFECTED PARTIES:**  Notified  N/R

**COUNCIL ACTION:**

- Approved  
 Approved w/Conditions  
 Denied  
 Continued to:

**FUNDING SOURCE:**

- Capital Improvement  
 Operating Expense  
 Grant  
 Loan  
 Other      Item # 2

**CITY OF MONROE**  
**PROCUREMENT CARD POLICY FOR ELECTED OFFICIALS**

Date Issued: 8/10/16

**Overview**

The Georgia General Assembly established guidelines and penalties into the Official Code of Georgia Annotated (O.C.G.A.) which provides that no municipal corporation shall issue government purchasing cards or government credit cards to Elected Officials on or after January 1, 2016, until the governing authority of the municipal corporation, by public vote, has authorized the issuance and has promulgated specific policies regarding the use of such Procurement Cards for Elected Officials of such municipal corporation.

**Purpose**

The purpose of this policy is to establish the responsibilities, controls and authorizations for the application, issuance and processing of the Procurement Card (P-Card) Program for Elected Officials of the City of Monroe. The policy is not intended to replace current State of Georgia statutes but is intended to comply with such state laws and establish more efficient guidelines for Elected Officials using such Procurement Cards. The following policy and any accompanying procedures establish the minimum standards which must be adhered to and monitored when making purchases using a P-Card. At no time should a city issued Procurement Card or credit card be used for personal purchases regardless of the circumstances. Utilizing the Procurement Card for personal use or for any item or service not directly related to such official's public duty may result in disciplinary action including, but not limited to, felony criminal prosecution. All purchases utilizing a Procurement Card must be in accordance with these guidelines and with state law.

**Definitions**

***Authorized User*** – employee with written consent by a Cardholder to use a specific City of Monroe Procurement Card. It is recommended that each authorized user sign a Procurement Card Agreement Form prior to any use of the Procurement Card.

***Cardholder*** – an employee who is assigned an individual Procurement Card for use to execute transactions on behalf of the City of Monroe by his/her Department Director.

***Card Issuer*** – issuing bank servicing the Procurement Cards to City of Monroe employees.

***Procurement Card Administrator*** – employee of the City of Monroe charged with review and approval authority for the Procurement Card Program.

***Procurement Card Agreement (Form A)*** – agreement signed by the Cardholder and Procurement Card Administrator that outlines the responsibilities and duties regarding the use of the Procurement Card.

***Single Purchase*** – A single transaction is defined as one or more items purchased from the same vendor at the same time on the same day. Any intentional circumvention of this policy including split purchases is strictly prohibited.

**Policy**

It is the policy of the City of Monroe to control and monitor all purchases of products, goods and services through the use of a Procurement Card as stated in this policy. This Purchasing Card Policy, as required by state law under O.C.G.A. 36-80-24(c), applies to the use of Procurement Card used by Elected Officials

authorized to be issued such Procurement Cards. All purchases shall follow strictly developed guidelines set forth in the Purchasing and Procurement Card Policy, and be within acceptable funding through previously approved budgets. All purchases use the Procurement Card are to be administered by the following:

1. **Authorized Elected Officials.** The following section provides which Elected Officials are to be authorized to be issued Procurement Cards.
  - a) Mayor
  - b) City Council member
2. **Public Inspection.** In accordance with O.C.G.A. § 36-80-24(b) any documents related to purchases using Procurement Cards incurred by Elected Officials shall be available for public inspection.
3. **Transaction/Dollar Limits.** Transaction limits are hereby established to insure compliance with state purchasing laws, maintain proper budgetary controls, and to minimize excessive use of any individual credit line. Individual monthly card limits cannot exceed those established by the municipal governing authority. The established single transaction limit for each card must be less than \$3,000.00. The established monthly card limit is based upon the City's budgetary constraints and is not to exceed \$10,000.00 per month. Any exceptions to the standardized limits must have express written approval by the City of Monroe and must be added to this policy by amendment or addendum.
4. **Purchasing Card Usage.** State law provides that the required policy must include a description of purchases which are authorized for use of such cards and those purchases which are not authorized for use of such cards.
  - a) **Excluded Usage and Charges.** No set of policies can contemplate or list every possible scenario. This list should be used as a guide, not authorization for purchase if not represented in the examples provided.
    - Any purchases of items for personal use.
    - Alcoholic beverages of any kind.
    - Personal vehicle charges.
    - Cash refunds or advances.
    - Gifts, tickets or other personal items for any employee or their family members.
    - Long term leases or equipment rentals.
    - Meals unless specifically related to City sponsored events.
    - Property leases including short term or long term storage.
    - City authorized cell phone payments.
    - Employee classes not related to their employment with the City of Monroe.
    - Sales Tax.
    - Purchases or transactions made with the intent to circumvent the city purchasing policy, transactional limits, or state law.
    - Any purchases made for grant funded projects require Finance Department approval prior.
  - b) **Acceptable Usage and Charges.** Elected Officials may use Procurement Cards to purchase goods and/or services not prohibited by this policy or state law.
    - Purchases of items for official city use which fall within the transactional restrictions of this policy.

- Purchase of lodging, fuel, food, non-alcoholic beverages, or education and training materials while on city business.
  - Emergency purchases necessary to protect city property.
5. ***Roles and Responsibilities.*** The following section provides the different roles and subsequent responsibilities of each of those roles as it pertains to the City of Monroe Procurement Card Program:
- a) **Cardholders.** Cardholders are responsible for record keeping and the weekly transactions including obtaining and submitting receipts for the purchases with each week's online statement. The Cardholder of a Procurement Card must sign the Procurement Card Agreement (*Form A*) in order to be issued the card. This agreement must be on file with the Procurement Card Administrator. The cardholder is also responsible for timely submission of the original detailed receipts to the Department Procurement Card Liaison no less than weekly.
  - b) **Procurement Card Administrator.** The Procurement Card Administrator is responsible for issuing and managing the Procurement Card Agreements. Procurement Card Agreements must be signed by the Employee/Cardholder prior to the issuance of the Procurement Card. The Procurement Card system tracks the cardholder name, date issued, card number and spending limits. The Procurement Card Administrator will only grant system access to Authorized Users who are assigned responsibility for keeping track of the Procurement Cards issued. The Procurement Card Administrator is also the liaison between Cardholders and the issuers of such cards. The Procurement Card Administrator is also responsible for training all Cardholders and holding Procurement Card meetings to update current cardholders of any changes to the Procurement Card Program.
  - c) **Finance Department.** The Finance Department is responsible for reconciling the Procurement Card statement received directly from the bank to the Procurement Card entries entered in the system and approved by the Department Procurement Card Liaisons. Any disputes or discrepancies must be investigated immediately and resolved. The Finance Department will only grant system access to Authorized Users who are accountable for general ledger coding of the Procurement Card transactions.
  - d) **Finance Director.** The Finance Director is directly responsible for auditing the City of Monroe Procurement Card program. All violations will be addressed with the offending Cardholder. Violator's Procurement Card accounts can be deactivated, reimbursements enforced and/or face termination.
6. ***Procurement Card Program Control.*** The following provides information detailing the control and conditions with which the Procurement Card Program is to be administered:
- c) **Safekeeping.** Access to the Procurement Card Program system's database is restricted to only authorize personnel and any misuse is strictly prohibited and will be subject the employee facing immediate termination and possible prosecution. The Procurement Card is the property of the City of Monroe and as such should be retained in a secure location.
  - d) **Authorization.** The Cardholder is solely responsible for all transactions. Delegating the use of the Procurement Card is permissible only to Authorized Users. It is required that each Authorized User read and sign a Procurement Card Agreement Form, prior to usage of the Procurement Card.
  - e) **Card Cancellation.** All cards must be immediately cancelled when a Cardholder terminates employment with the City of Monroe or assumes another position that does not require the use of the Procurement Card in that department. The Human Resources Department notifies the Procurement Card Administrator weekly upon employee termination(s) or transfer(s). The

Department Procurement Card Liaison must obtain the Procurement Card from the Cardholder, cut and return the Procurement Card to the Purchasing Division. If any employee is taking a leave of absence, then the Procurement Card should be placed on an "inactive" status during the leave; via notification to the Procurement Card Administrator. The Procurement Card may be reactivated upon the Cardholder's return only upon written request from the Cardholder's Department Director.

- f) **Receipt Documentation.** All charges on the Procurement Card require an original detailed receipt from the vendor as support for the transaction. If the charge is invoiced to the Cardholder, then the invoice should be sent directly to the Cardholder's responsible Department. Receipts must include at a minimum: 1) vendor name, 2) amount, 3) date of transaction, and 4) description of the items purchased. Receipts that do not include this minimum documentation are not acceptable.
- All travel and event purchases charged on the Cardholder's account must adhere to the terms outlined by the City of Monroe Travel Policy.
  - All transaction forms and supporting documentation must adhere to the Georgia Record Retention Policy. This documentation must be available for audit and review for seven (7) years after the date of purchase.

All receipts will be scanned into a PDF format and attached to the transaction in the Works program. This must be completed prior to the final approval of the transaction by the Finance Department. Departments will then attached the receipts to the Procurement Card Transaction Form and file receipts by month/year for audit purposes. The Department Director may add comments to the transaction in Works to identify the purpose for which the Procurement Card was used so that a complete history of the transaction is available in Works (*example – 2014 Professional Dues in APWA for Department Director*).

- g) **Procurement Card Statement Distribution.**
- Internet inquiry access to all Cardholders.
  - Master copy sent to Finance Department by the financial institution providing a breakdown of charges by Cardholder name and Department.
- h) **Dates/Deadlines.** Although it would be best if supporting documentation was provided on a daily basis, each Department Procurement Card Liaison should receive the Cardholder's supporting documentation no later than Monday morning for the previous week's activity. If the information received is incomplete, the Department Procurement Card Liaison must send a notice to the Cardholder via email or appropriate departmental communication tool as a reminder. If the documentation is still not received by the Department Procurement Card Liaison after two (2) weeks, then the Department Procurement Card Liaison must send a notice to the Cardholder's appropriate Department Director for follow up. If there is still no response after the notice to the Cardholder's appropriate Department Director within two (2) weeks of the 2<sup>nd</sup> notice, then the Department Procurement Card Liaison must send a request to the Procurement Card Administrator for the Cardholder's account to be deactivated. Undocumented charges must be immediately refunded to the City of Monroe by the cardholder and no further transactions will be allowed. In order for the Cardholder to be reinstated, the City Administrator or his/her delegate will assess the Cardholder's history and determine if reinstatement is warranted.
- i) **Lost Procurement Card.** If a card is lost or stolen, immediately notify the following:
- Card Issuer
  - Department Procurement Card Liaison
  - Procurement Card Administrator

7. **Accounting/Auditing.** The Procurement Card Administrator, along with the Finance Director, in an effort to ensure compliance with city policy and state law, will conduct monthly/quarterly reviews

and audits of all Procurement Card transactions. The review is designed to ensure compliance, identify non-compliance issues and misuse, and through corrective measures assist the city with improving compliance. The monthly/quarterly review and audit should happen within fifteen (15) days of the start of a new month/quarter. After completing the monthly/quarterly audit the Procurement Card Administrator shall notify Cardholders of any violations or questions that occurred within that previous month/quarter. Depending on the severity of the violation, the Finance Director may suspend or revoke the use of the Procurement Card after notification to the Cardholder and to the municipal governing authority, but only after consultation with the City Attorney. Any unresolved violations should be reported to the City of Monroe and the City Attorney in writing within five (5) business days.

8. ***Procurement Card Violations.*** The following is a list of violations of the Procurement Card Policy. Repeated violations can result in the deactivation of Cardholder accounts and penalties including possible termination of employment.
- Unacceptable purchases.
  - Unacceptable documentation.
  - Missed deadlines for submitting the procurement card supporting documentation.
  - Unresolved credits or disputes.
  - Intentional circumvention of the policies of the City of Monroe, specifically including the Purchasing and Travel Policies.
  - Splitting transactions to avoid the single transaction limit.

The use of a Procurement Card may be suspended or revoked when the Administrator, after consultation with the city attorney, determines that the cardholder has violated the approved policies or state law regarding the use of the Procurement Card. The Procurement Card shall be revoked whenever a Cardholder is removed from office with the city and shall be suspended if such Elected Official has been suspended from office.

FORM A

**CITY OF MONROE  
PROCUREMENT CARD AGREEMENT**

The City of Monroe is pleased to issue you a Procurement Card (P-Card) under our Procurement Card Program. This agreement outlines your responsibilities and duties regarding the use of the Procurement Card. The Procurement Card is a tool that can be used as an alternate method of procurement and payment. It is important to understand that this in no way relieves you of your responsibility to follow the instructions outlined in the Purchasing Policy. All normal approval processes still apply when using the Procurement Card.

The cardholder participating in the P-Card program agrees to the following terms and conditions:

- I agree not to use the P-Card for any personal or non-business related purchases whether the purchase is for me or someone else. I authorize the City of Monroe to take whatever steps are necessary to collect an amount equal to the total of the improper purchases, including but not limited to declaring such purchases an advance on my wages to the extent allowed by law. If I am no longer employed by the City, then I agree to pay legal fees incurred by the City upon initiating legal proceedings to collect the improper purchases.
- I agree to immediately report a lost or stolen card to Bank of America at 1.800.300.3084 (24/7), my Department Director and the Procurement Card Administrator (770.266.5406) at the first opportunity during normal business hours. I understand that failure to notify the above of the theft, loss or misplacement of the card could make me personally liable for any fraudulent use.
- I agree that the P-Card is not transferable. I am the only authorized user of the card, unless another user is specifically designated. I understand that as the Cardholder, I am solely responsible for all transactions not disputed within 30 days.
- I agree the City of Monroe may terminate my right to use the card at any time and for any reason. I agree to return the card to the City of Monroe immediately upon request or termination of employment.
- I agree that any of my purchases using the P-Card are subject to audit.
- I agree to follow the established procedures as stated in the City of Monroe Purchasing Policy, Procurement Card Policy and all other applicable City policies and procedures. I agree not to circumvent the established policies when using the P-Card.
- I agree to present the City of Monroe Tax Exempt form with all purchases on my P-Card to ensure a vendor does not include Georgia State Sales Tax on my P-Card purchases.
- I agree to submit all supporting documentation timely and completely.
- My signature below acknowledges that I have read the Procurement Card Policy and confirm my understanding of the procedures, terms and conditions for using the Procurement Card.

**Cardholder Name & Signature**

<i>Signature of Cardholder:</i>	
<i>Print Name:</i>	
<i>Title:</i>	<i>Procurement Card Number:</i>
<i>Department:</i>	<i>Date:</i>

This policy is adopted the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk



## Finance Committee Meeting

### AGENDA

August 2, 2016

**Item:**

Approval - Purchasing Policy Revision

**Department:**

**Additional Information:**

**Financial Impact:**

**Budgeted Item:**

**Recommendation / Request:**

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [Purchasing Policy Revision](#)



# CITY OF MONROE GEORGIA

**SUBJECT:** Purchasing Policy REVISION

**DATE SUBMITTED:** 7-26-16

**DIVISION:** Purchasing

**AUTHORIZED BY:** Chris Bailey

**AGENDA DATE REQUESTED:** 8-2-16

**TYPE:**

**CONTACT PERSON:** Chris Bailey

**DEPARTMENT:** Finance

Council

Committee

Administrator

**MOTION/RECOMMENDATION:**

Staff recommends to approve the update/revision to the Purchasing Policy that was originally approved on 1/14/15. The update/revision will help to eliminate questions of providing quotations for PO, CIP project requests, and standing Council approval items. The following list is a summary of the revisions made to the existing policy:

Additions to section...

12. **Purchasing Cards/P-Cards.** Itemized receipts are required to be attached to all P-Card transactions.

15. **Capital Improvement Projects/CIP.** All CIP projects require approval of City Council if the overall project expense is anticipated to be over \$10,000.00. CIP projects are required to include a material list with budgetary numbers when submitting approval requests.

20. **Standing Approval Purchases.** Items approved for purchase going forward by City Council without additional per purchase approval required. Items with standing approval are as follows: Any chemicals for Treatment Plants; Fuel for Public Works storage/consumption; Fuel for Airport resale; Polemount and Padmount Transformers for Electric, not to exceed \$25,000.00.

Changes to section...

1. **Bids or Price Quotations.** a) \$0.00 to \$1,500.00 verbal quotation, b) \$1,500.01 to \$3,000.00 at least 1 written quotation, c) \$3,000.01 to \$10,000.00 at least 2 written quotations, d) \$10,000.01 to 99,999.99 at least 3 written quotations, e) over \$100,000.00 sealed bids.

16. **Credit Card/Store Card.** Itemized receipts are required to be turned in promptly following all purchases.

**BACKGROUND:**

The usage of a Purchasing Policy has always benefitted the City to control expenses and spending limits, and the last revision to the policy was made in January of 2015. The advancement of the program will surely benefit the City of Monroe going forward by providing a much higher level of accountability and detail, and instruction on how purchasing is to be administered.

**ATTACHMENTS:**

1. Purchasing Policy REVISED

2. Transformer Quotes

None

**REVIEWED BY (INITIALS):**

Legal: N/A

Finance: *LTP*

Purchasing: *GCB*

Other:

**ADVERTISED:**

Date: N/A

Paper: N/A

Not Required

**COSTS:** N/A

**FISCAL YEAR:** N/A

**BUDGET CODE:** N/A

**AFFECTED PARTIES:**  Notified  N/R

**COUNCIL ACTION:**

Approved

Approved w/Conditions

Denied

Continued to:

**FUNDING SOURCE:**

Capital Improvement

Operating Expense

Grant

Loan

Other

**USER DEPT.:** City of Monroe

**SUBMITTED BY:** Chris Bailey



City Administrator

Item # 3

**CITY OF MONROE  
PURCHASING POLICY**

**Date Issued: 8/10/16**

**Purpose**

The purpose of this policy is to require all City of Monroe officials and employees to initiate all purchases of products and services through the centralized purchasing office. The policy is to require all purchases be preceded by the methods required by the City for all purchases. The following policies and any accompanying procedures shall be strictly adhered to when making all purchases.

**Definitions**

***Sealed Bids*** – bids submitted where specifications or design are known and set forth, and pricing is the determining factor for award.

***Request for Proposals*** – bids submitted where specifications or design are unknown, and thus pricing as well as scope of the project are the determining factors for award. Require a predetermined grading scale and committee to score and recommend award.

***Purchase Orders*** – issued numerical contracts creating agreements between vendors and the City of Monroe.

***Purchase Order Request Form*** – (Form A) form to be submitted in request of a Purchase Order.

**Policy**

It is the policy of the City of Monroe to control and monitor all purchases of products, goods and services as stated in this policy. All purchases shall follow strictly developed guidelines set forth in this policy and be within acceptable funding through previously approved budgets. A shown frequency of not obtaining Purchase Orders in the method set forth in this policy will result in revocation of purchasing privileges. All purchases are to be administered by the following:

1. ***Bids or Price Quotations.*** The following dollar amounts shall be followed in determining the process to be used in obtaining bids and price quotations:
  - a) \$0.00 to \$1,500.00 – verbal quotation
  - b) \$1,500.01 to \$3,000.00 – at least one (1) written quotation.
  - c) \$3,000.01 to \$10,000.00 – at least two (2) written quotations
  - d) \$10,000.01 to \$99,999.99 – at least three (3) written quotations
  - e) Over \$100,000.00 – sealed bids
  
2. ***Approval.*** Lists shall be provided to the Purchasing Agent of authorized employees allowed to request Purchase Orders and will be updated each fiscal year. The following approval authority shall apply to the City for all purchases:
  - a) Up to \$1,500.00 – Authorized Employees
  - b) Up to \$3,000.00 – Department Heads and Purchasing Agent
  - c) Up to \$10,000.00 - City Administrator
  - d) Over \$10,000.00 – Mayor, Committee and Council

3. **Emergency Purchases.** Any purchases that are required to prevent damage, failure or injury to any systems or citizens that exceed preset purchasing limits. Full and complete documentation, along with written explanation is to be provided following purchasing by use of this method.
4. **State/National Contract Purchases.** The Purchasing Agent may use state or national contracts for purchasing any products or services that are available to local governments. By using this method of purchase, the requirement of bidding items over one hundred thousand (\$100,000.00) will be exempted due to the state or national agency having already bid the item.
5. **Brand Name Purchases.** The Purchasing Agent may elect the purchase of brand name products or services when those goods comprise a major brand system, program, service previously selected by the city and due to operational effectiveness, future enhancements or additions, or maintenance and storage of spare parts preclude the mixing of brands, manufactures, etc.
6. **Sole Source Purchases.** A contract may be awarded or a purchase made without competition when the city determines that there is only one source for the required products, supply service, or construction item. The Purchasing Agent shall conduct negotiations as appropriate, as to price, delivery and terms of such purchase. A separate file of sole source procurements shall be maintained as a public record and shall list each contractor's name, the amount and type of each contract, and a listing of the item(s) procured under each purchase order or contract.
7. **Modification of Specifications.** Once a contract is bid and awarded by City Officials in accordance with this section, the City reserves the right to further negotiate all terms of the contract if the City determines that it is in the City's best interest to do so without the necessity of rebidding any such contract; provided, however, that any negotiations permitted hereunder shall not result in a variance of the price term exceeding ten (10) percent of the original bid price.
8. **Operational Policies/Procedures.** Consistent with this section and with the approval of the City Administrator, the Purchasing Agent shall develop and adopt written operational policies/procedures relating to the execution of this section, the functioning of the centralized purchasing offices, and which shall also include but not be limited to polices/procedures for:
  - a) The procurement of all supplies, services and construction needs by the City of Monroe.
  - b) The establishment of programs for specifications development, contract administration and inspection and acceptance.
  - c) The selling, lending or disposal of goods, supplies and equipment belonging to the City.
9. **Purchase Orders:** This section sets forth the methods for which purchase orders are to be requested, approved and issued.
  - a) Only authorized personnel, as stated above may request or obtain a PO number.
  - b) Purchase Order requests must be submitted and include all of the following information on the Purchase Order Request Form (*Form A*).
  - c) Purchase Order requests will then be reviewed to confirm all requirements are met as set forth in the purchasing policy.
  - d) Purchase Order numbers will then be issued.
10. **Blanket Purchase Orders.** Purchase Orders will be issued monthly to vendors for small items purchased on a regular basis, or as determined by the Purchasing Agent.

11. **Check Request.** In such cases where a Purchase Order cannot or is not obtained prior to a purchase, a check request must be filled out immediately and submitted to the Purchasing Agent for review. Documentation should be included with explanation as to the nature of the purchase and reasoning for failure to obtain a Purchase Order.
12. **Purchasing Cards/P-Cards.** Cards may serve as Purchase Orders in certain cases as outlined in the Purchasing Card/P-Card policy. Itemized receipts are required for all P-Card transactions.
13. **Documentation.** Accounts Payable will process Purchase Orders after proper supporting documentation is received. A receipt or invoice *must* support every purchase. Failure to support all purchases with an original invoice may result in revocation of purchasing privileges.
14. **Vendor Approval.** All purchases must be with vendors that are pre approved by the Purchasing Agent or designee. Proper documentation must be submitted for all vendors prior to Purchase Orders being issued. Vendors must have all information properly provided before Purchase Orders are issued. All E-Verify and required information must be completed prior to any purchase agreement with vendors.
15. **Capital Improvement Projects/CIP.** Projects that are created and approved by fiscal year for the improvement of services and systems. All CIP projects require the approval of City Council if the overall project expense is anticipated to be over \$10,000.00. CIP projects are required to include a material list with budgetary numbers when submitting approval requests. All purchases for CIP projects are required to have a Project Number prior to the issuance of a Purchase Order.
16. **Credit Card/Store Card.** All cards issued to individuals are to be used only by the person issued the card. No other individuals are to use the card at anytime. Itemized receipts are required to be turned in promptly following all purchases.
17. **Taxable/Tax Exempt.** All employees must exhibit a conscious effort to provide all applicable tax exempt documentation prior to making purchases.
18. **Grant Approval/Purchases.** All purchases using funds from Council approved grants may be made without requiring further Council approval. All purchasing policies are to be followed completely, as well as any additional required grant specific policies and requirements.
19. **Federal Aid Highway Program (FAHP) Funding Procurement.** The competitive negotiation method for the procurement of engineering and design related services shall be used when FAHP funds are involved in the contract as specified in 23 U.S.C. 112(b)(2)(A). The solicitation, evaluation, ranking, selection and negotiation shall comply with the qualifications-based selection procurement procedures for architectural and engineering services codified under 40 U.S.C. 1101-1104, commonly referred to as the Brooks Act. (Appendix A)
20. **Standing Approved Purchases.** Items approved for purchase going forward by City Council without additional per purchase approval required. Items with standing approval are as follows:
  - Any chemicals for Treatment Plants,
  - Fuel for Public Works storage/consumption,
  - Fuel for Airport resale,
  - Polemount and Padmount Transformers for Electric, not to exceed \$25,000.



## Appendix A

### City of Monroe Policy for Competitive Negotiation Qualifications-based Selection for Projects Using Federal Aid Highway Program (FAHP) Funding

#### 1.0 Summary of Requirements of Brooks Act.

Except as provided in 2.0 Small Purchases and 3.0 Noncompetitive below, the City of Monroe shall use the competitive negotiation method for the procurement of engineering and design related services when FAHP funds are involved in the contract (as specified in 23 U.S.C. 112(b)(2)(A)). The solicitation, evaluation, ranking, selection, and negotiation shall comply with the qualifications-based selection procurement procedures for architectural and engineering services codified under 40 U.S.C. 1101–1104, commonly referred to as the Brooks Act.

In accordance with the requirements of the Brooks Act, the following procedures shall apply to the competitive negotiation procurement method:

##### 1.1 Solicitation.

The solicitation process shall be by public announcement, public advertisement, or any other public forum or method that assures qualified in-State and out-of-State consultants are given a fair opportunity to be considered for award of the contract. Procurement procedures may involve a single step process with issuance of a request for proposal (RFP) to all interested consultants or a multiphase process with issuance of a request for statements or letters of interest or qualifications (RFQ) whereby responding consultants are ranked based on qualifications and request for proposals are then provided to three or more of the most highly qualified consultants. Minimum qualifications of consultants to perform services under general work categories or areas of expertise may also be assessed through a prequalification process whereby statements of qualifications are submitted on an annual basis. Regardless of any process utilized for prequalification of consultants or for an initial assessment of a consultant's qualifications under an RFQ, a RFP specific to the project, task, or service is required for evaluation of a consultant's specific technical approach and qualifications.

##### 1.2 Request for Proposal (RFP).

The RFP shall provide all information and requirements necessary for interested consultants to provide a response to the RFP and compete for the solicited services. The RFP shall:

- 1.2.1 Provide a clear, accurate, and detailed description of the scope of work, technical requirements, and qualifications of consultants necessary for the services to be rendered. The scope of work should detail the purpose and description of the project, services to be performed, deliverables to be provided, estimated schedule for performance of the work, and applicable standards, specifications, and policies;
- 1.2.2 Identify the requirements for any discussions that may be conducted with three (3) or more of the most highly qualified consultants following submission and evaluation of proposals;
- 1.2.3 Identify evaluation factors including their relative weight of importance in accordance with subparagraph (a)(1)(iii) of this section;

- 1.2.4 Specify the contract type and method(s) of payment to be utilized in accordance with § 172.9;
- 1.2.5 Identify any special provisions or contract requirements associated with the solicited services;
- 1.2.6 Require that submission of any requested cost proposals or elements of cost be in a concealed format and separate from technical/qualifications proposals as these shall not be considered in the evaluation, ranking, and selection phase; and
- 1.2.7 Provide a schedule of key dates for the procurement process and establish a submittal deadline for responses to the RFP which provides sufficient time for interested consultants to receive notice, prepare, and submit a proposal, which except in unusual circumstances shall be not less than 14 days from the date of issuance of the RFP.

### 1.3 Evaluation Factors.

- 1.3.1 Criteria used for evaluation, ranking, and selection of consultants to perform engineering and design related services must assess the demonstrated competence and qualifications for the type of professional services solicited. These qualifications-based factors may include, but are not limited to, technical approach (e.g., project understanding, innovative concepts or alternatives, quality control procedures), work experience, specialized expertise, professional licensure, staff capabilities, workload capacity, and past performance.
- 1.3.2 Price shall not be used as a factor in the evaluation, ranking, and selection phase. All price or cost related items which include, but are not limited to, cost proposals, direct salaries/wage rates, indirect cost rates, and other direct costs are prohibited from being used as evaluation criteria.
- 1.3.3 In-State or local preference shall not be used as a factor in the evaluation, ranking, and selection phase. State licensing laws are not preempted by this provision and professional licensure within a jurisdiction may be established as a requirement which attests to the minimum qualifications and competence of a consultant to perform the solicited services.
- 1.3.4 The following non-qualifications based evaluation criteria are permitted under the specified conditions and provided the combined total of these criteria do not exceed a nominal value of ten percent of the total evaluation criteria to maintain the integrity of a qualifications-based selection:
  - 1.3.4.1 A local presence may be used as a nominal evaluation factor where appropriate. This criterion shall not be based on political or jurisdictional boundaries and may be applied on a project-by-project basis for contracts where a need has been established for a consultant to provide a local presence, a local presence will add value to the quality and efficiency of the project, and application of this criteria leaves an appropriate number of qualified consultants, given the nature and size of the project. If a consultant outside of the locality area indicates as part of a proposal that it will satisfy the criteria in some manner, such as establishing a local project office, that commitment shall be considered to have satisfied the local presence criteria.
  - 1.3.4.2 The participation of qualified and certified Disadvantaged Business Enterprise (DBE) sub-consultants may be used as a nominal evaluation

criterion where appropriate in accordance with 49 CFR Part 26 and the City of Monroe's FHWA-approved DBE program.

#### 1.4 Evaluation, Ranking, and Selection.

- 1.4.1 Consultant proposals shall be evaluated by the City of Monroe based on the criteria established and published within the public solicitation.
- 1.4.2 While the contract will be with the prime consultant, proposal evaluations shall consider the qualifications of the prime consultant and any sub-consultants identified within the proposal with respect to the scope of work and established criteria.
- 1.4.3 Following submission and evaluation of proposals, the City of Monroe shall conduct interviews or other types of discussions determined three of the most highly qualified consultants to clarify the technical approach, qualifications, and capabilities provided in response to the RFP. Discussion requirements shall be specified within the RFP and should be based on the size and complexity of the project as defined in City of Monroe written policies and procedures (as specified in § 172.5(c)). Discussions may be written, by telephone, video conference, or by oral presentation/interview. Discussions following proposal submission are not required provided proposals contain sufficient information for evaluation of technical approach and qualifications to perform the specific project, task, or service with respect to established criteria.
- 1.4.4 From the proposal evaluation and any subsequent discussions which have been conducted, the City of Monroe shall rank, in order of preference, at least three consultants determined most highly qualified to perform the solicited services based on the established and published criteria.
- 1.4.5 Notification must be provided to responding consultants of the final ranking of the three most highly qualified consultants.
- 1.4.6 The City of Monroe shall retain acceptable documentation of the solicitation, proposal, evaluation, and selection of the consultant accordance with the provisions of 49 CFR 18.42.

#### 1.5 Negotiation.

- 1.5.1 Independent estimate. Prior to receipt or review of the most highly qualified consultant's cost proposal, the City of Monroe shall prepare a detailed independent estimate with an appropriate breakdown of the work or labor hours, types or classifications of labor required, other direct costs, and consultant's fixed fee for the defined scope of work. The independent estimate shall serve as the basis for negotiation and ensuring the consultant services are obtained at a fair and reasonable cost.
- 1.5.2 Elements of contract costs (e.g., indirect cost rates, direct salary or wage rates, fixed fee, and other direct costs) shall be established separately in accordance with § 172.11.
- 1.5.3 If concealed cost proposals were submitted in conjunction with technical/qualifications proposals, only the cost proposal of the consultant with which negotiations are initiated may be considered. Concealed cost proposals of consultants with which negotiations are not initiated should be returned to the

respective consultant due to the confidential nature of this data (as specified in 23 U.S.C. 112(b)(2)(E)).

- 1.5.4 The City of Monroe shall retain documentation of negotiation activities and resources used in the analysis of costs to establish elements of the contract in accordance with the provisions of 49 CFR 18.42. This documentation shall include the consultant cost certification and documentation supporting the acceptance of the indirect cost rate to be applied to the contract (as specified in § 172.11(c)).

## **2.0 Small Purchases.**

The small purchase method involves procurement of engineering and design related services where an adequate number of qualified sources are reviewed and the total contract costs do not exceed an established simplified acquisition threshold of \$150,000.00. The City of Monroe may use the State's small purchase procedures which reflect applicable State laws and regulations for the procurement of engineering and design related services provided the total contract costs do not exceed the Federal simplified acquisition threshold (as specified in 48 CFR 2.101). The State of Georgia has established a lower threshold of \$75,000.00 for use of small purchase procedures, the lower threshold shall apply to the use of FAHP funds. The following additional requirements shall apply to the small purchase procurement method:

- 2.1 The scope of work, project phases, and contract requirements shall not be broken down into smaller components merely to permit the use of small purchase procedures.
- 2.2 A minimum of three consultants are required to satisfy the adequate number of qualified sources reviewed.
- 2.3 Contract costs may be negotiated in accordance with State small purchase procedures; however, the allow ability of costs shall be determined in accordance with the Federal cost principles.
- 2.4 The full amount of any contract modification or amendment that would cause the total contract amount to exceed the established simplified acquisition threshold would be ineligible for Federal-aid funding. The FHWA may withdraw all Federal-aid from a contract if it is modified or amended above the applicable established simplified acquisition threshold.

## **3.0 Noncompetitive.**

The noncompetitive method involves procurement of engineering and design related services when it is not feasible to award the contract using competitive negotiation or small purchase procurement methods. The following requirements shall apply to the noncompetitive procurement method:

- 3.1 The City of Monroe may use their own noncompetitive procedures which reflect applicable State and local laws and regulations and conform to applicable Federal requirements.
- 3.2 The City of Monroe shall establish a process to determine when noncompetitive procedures will be used and shall submit justification to, and receive approval from, the FHWA before using this form of contracting.
- 3.3 Circumstances under which a contract may be awarded by noncompetitive procedures are limited to the following:
  - 3.3.1 The service is available only from a single source;
  - 3.3.2 There is an emergency which will not permit the time necessary to conduct competitive negotiations; or

3.3.3 After solicitation of a number of sources, competition is determined to be inadequate.

3.4 Contract costs may be negotiated in accordance with the City of Monroe noncompetitive procedures; however, the allow ability of costs shall be determined in accordance with the Federal cost principles.

#### **4.0 Additional Procurement Requirements.**

##### **4.1 Common Grant Rule.**

4.1.1 The City of Monroe must comply with procurement requirements established in State and local laws, regulations, policies, and procedures which are not addressed by or in conflict with applicable Federal laws and regulations (as specified in 49 CFR 18.36).

4.1.2 When State and local procurement laws, regulations, policies, or procedures are in conflict with applicable Federal laws and regulations, the City of Monroe must comply with Federal requirements to be eligible for Federal-aid reimbursement of the associated costs of the services incurred following FHWA authorization (as specified in 49 CFR 18.4).

##### **4.2 Disadvantaged Business Enterprise (DBE) program.**

4.2.1 The City of Monroe shall give consideration to DBE consultants in the procurement of engineering and design related service contracts subject to 23 U.S.C. 112(b)(2) in accordance with 49 CFR part 26. When DBE program participation goals cannot be met through race-neutral measures, additional DBE participation on engineering and design related services contracts may be achieved in accordance with the City of Monroe's FHWA approved DBE program through either:

4.2.1.1 Use of an evaluation criterion in the qualifications-based selection of consultants (as specified in § 172.7(a)(1)(iii)(D)); or

4.2.1.2 Establishment of a contract participation goal.

4.2.2 The use of quotas or exclusive set-asides for DBE consultants is prohibited (as specified in 49 CFR 26.43).

##### **4.3 Suspension and Debarment.**

The City of Monroe must verify suspension and debarment actions and eligibility status of consultants and sub-consultants prior to entering into an agreement or contract in accordance with 49 CFR 18.35 and 2 CFR part 180.

This policy is adopted the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk



STUART C IRBY BR743 KENNESAW  
1025-A COBB INTERNATIONAL PLACE  
SUITE A  
KENNESAW GA 30152  
770-422-1005 Fax 770-427-8455

## Quotation

QUOTE DATE	ORDER NUMBER
07/21/16	S009710132
REMIT TO:	PAGE NO.
STUART C IRBY CO POST OFFICE BOX 741001 ATLANTA GA 30384	1

SOLD TO:  
CITY OF MONROE  
ATTN: ACCOUNTS PAYABLE  
PO BOX 1249  
MONROE, GA 30655-1249

SHIP TO:  
CITY OF MONROE, UTILITIES DEPT.  
420 NORTH BROAD STREET  
MONROE, GA 30655  
770-266-5406

ORDERED BY: CHAD GRAVETTE

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	JOB/RELEASE NUMBER	OUTSIDE SALESPERSON		
129353			Michael K Cadenhead		
INSIDE SALESPERSON	REQD DATE	FRGHT ALLWD	SHIP VIA		
Todd E Horto	07/21/16	Yes			
ORDER QTY	SHIP QTY	LINE	DESCRIPTION	Prc/UOH	Ext Amt
1EA		1	*GE HG35G70A2 3PH PAD-MT 75KVA HV: 12470GRDY/7200 LV: 480Y/277	5235.000EA	5235.00
1EA		2	*GE HG37G70A2 3PH PAD-MT 150KVA HV 12470GRDY/7200 LV: 480Y/277	5970.000EA	5970.00
1EA		3	*GE HG39G70A2 GE 300KVA 3-PH PADMOUNT TRANSFMR 12470GRDY/7200 TO 480Y/277 VOLTS	7840.000EA	7840.00
1EA		4	*GE HG40G70A2 GE 500KVA 3-PH PADMOUNT TRANSFMR 12470GRDY/7200 TO 480Y/277 VOLTS	10540.000EA	10540.00
1EA		5	*GE HG41G70A2 GE 750KVA 3-PH PADMOUNT TRANSFMR 12470GRDY/7200 TO 480Y/277 VOLTS	13610.000EA	13610.00
1EA		6	*GE HG42G70A2 3PH PAD-MT 1000KVA HV: 12470GRDY/7200 LV: 480Y/277	15330.000EA	15330.00
1EA		7	*GE HG44G70A2 1500KVA 3-PH PADMOUN TRANSFMR 12470GRDY/7200 TO 480Y/277 VOLTS	18215.000EA	18215.00
1EA		8	*GE HG47G70A2 3PH PAD-MT 2500KVA HV: 12470GRDY/7200 LV: 480Y/277	33800.000EA	33800.00

\* This is a quotation \*

Prices firm for acceptance within 30 days with the exception of commodity prices which are subject to change daily. Quotation is void if changed. Complete quote must be used unless authorized in writing.

For Terms and Conditions, Please See our website.

Subtotal	110540.00
S&H CHGS	0.00
Sales Tax	0.00
<b>TOTAL</b>	<b>110540.00</b>



STUART C IRBY BR743 KENNESAW  
1025-A COBB INTERNATIONAL PLACE  
SUITE A  
KENNESAW GA 30152  
770-422-1005 Fax 770-427-8455

## Quotation

QUOTE DATE	ORDER NUMBER
07/26/16	S009717795
REMIT TO:	PAGE NO.
STUART C IRBY CO POST OFFICE BOX 741001 ATLANTA GA 30384	I

SOLD TO:  
CITY OF MONROE  
ATTN: ACCOUNTS PAYABLE  
PO BOX 1249  
MONROE, GA 30655-1249

SHIP TO:  
CITY OF MONROE, UTILITIES DEPT.  
420 NORTH BROAD STREET  
MONROE, GA 30655  
770-266-5406

ORDERED BY:

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	JOB/RELEASE NUMBER	OUTSIDE SALESPERSON		
129353			Michael K Cadenhead		
INSIDE SALESPERSON	REQD DATE	FRGHT ALLWD	SHIP VIA		
Todd E Horto	07/26/16	Yes			
ORDER QTY	SHIP QTY	LINE	DESCRIPTION	Prc/UOH	Ext Amt
			***** Shipping Instructions *****		
			* BUDGETARY PRICING FOR 2016	*	
			* -----*	*	
			*****		
1EA		1	*GE QGCR964 (6817PB0025) 25KVA XFM 1PH PAD-MT HV: 12470 GRDY/7200 LV: 240/120; LOOP FEED; DEAD FRONT BAYONET FUSE; NO TAPS	1009.000EA	1009.00
1EA		2	*GE GCC365 (6817PB0037) 37.5KVA 1PH XFMR PAD-MT HV: 12470 GRDY/7200 LV: 240/120DY/7200 - 240/120 VOLTS	1237.000EA	1237.00
1EA		3	*GE GCC401 (6817PB0050) 50KVA XFMR 1PH PAD-MT HV: 12470 GRDY/7200 LV: 240/120V: 240/120 VOLTS	1395.000EA	1395.00
1EA		4	*GE QAMW754 (5501AB0015) 15KVA XFM 1PH CONV POLE-MT HV: 7200/12470Y LV: 120/240 2-BUSH	503.000EA	503.00
1EA		5	*GE QAMW755 (5501AB0025) 25KVA XFM CONV POLE-MT HV: 7200/12470Y LV: 120/240 2-BUSH	626.000EA	626.00
1EA		6	*GE AEY436 (5501AB0037) 37.5KVA XFMR 1PH CONV POLE-MT HV: 7200/12470Y LV: 120/240 2-BUSHING	764.000EA	764.00
1EA		7	*GE AEY438 (5501AB0050) 50KVA XFMR 1PH CONV POLE-MT HV: 7200/12470Y LV: 120/240 2-BUSH	896.000EA	896.00
1EA		8	*GE 5501AB0075 GE 75KVA 2-BUSH CONV POLE TRANSFMR 7200/12470Y - 120/240 VOLTS	1395.000EA	1395.00
*** Continued on Next Page ***					



STUART C IRBY BR743 KENNESAW  
1025-A COBB INTERNATIONAL PLACE  
SUITE A  
KENNESAW GA 30152  
770-422-1005 Fax 770-427-8455

## Quotation

QUOTE DATE	ORDER NUMBER
07/26/16	S009717795
REMIT TO:	PAGE NO.
STUART C IRBY CO POST OFFICE BOX 741001 ATLANTA GA 30384	2

SOLD TO:  
CITY OF MONROE  
ATTN: ACCOUNTS PAYABLE  
PO BOX 1249  
MONROE, GA 30655-1249

SHIP TO:  
CITY OF MONROE, UTILITIES DEPT.  
420 NORTH BROAD STREET  
MONROE, GA 30655  
770-266-5406

ORDERED BY:

CUSTOMER NUMBER		CUSTOMER ORDER NUMBER		JOB/RELEASE NUMBER		OUTSIDE SALESPERSON	
129353						Michael K Cadenhead	
INSIDE SALESPERSON			REQD DATE	FRGHT ALLWD	SHIP VIA		
Todd E Horto			07/26/16	Yes			
ORDER QTY	SHIP QTY	LINE	DESCRIPTION			Prc/UOH	Ext Amt
1EA		9	*GE 5501AB0080 1PH CONV POLE-MT 100KVA HV: 7200/12470Y LV: 120/240 2-BUSHING			2459.000EA	2459.00
1EA		10	*GE 5501AB0083 1PH CONV POLE-MT 167KVA HV: 7200/12470Y LV: 120/240 2-BUSHING			3855.000EA	3855.00

\* This is a quotation \*

Prices firm for acceptance within 30 days with the exception of commodity prices which are subject to change daily. Quotation is void if changed. Complete quote must be used unless authorized in writing.

For Terms and Conditions, Please See our website.

Subtotal	14139.00
S&H CHGS	0.00
Sales Tax	0.00
<b>TOTAL</b>	<b>14139.00</b>

Item # 3



## Finance Committee Meeting

### AGENDA

August 2, 2016

**Item:**

Approval - Travel Policy Revision

**Department:**

**Additional Information:**

**Financial Impact:**

**Budgeted Item:**

**Recommendation / Request:**

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [Travel Policy Revision](#)



# CITY OF MONROE GEORGIA

**SUBJECT:** Travel Policy REVISION

**DATE SUBMITTED:** 7-26-16

**DIVISION:** Purchasing

**AUTHORIZED BY:** Chris Bailey

**AGENDA DATE REQUESTED:** 8-2-16

**TYPE:**

**CONTACT PERSON:** Chris Bailey

**DEPARTMENT:** Finance

- Council  
 Committee  
 Administrator

**MOTION/RECOMMENDATION:**

Staff recommends to approve the update/revision to the Travel Policy that was originally approved on 1/14/15. The update/revision will help to eliminate questions of when per diem is provided, business meals expense and mileage expense basis. The following list is a summary of the revisions made to the existing policy:

Additions to section...

**2.a.ii.4. Meals** – Should any meals be provided as part of attending the conference or event, per diem is not to be claimed by the attending party for those meals provided. Conference/Event agenda must be provided when requesting reimbursement/per diem for meals.

**2.a.ii.5. Meals** – Credit Cards/Procurement Cards/P-Cards are not to be used in place of per diem for meals.

**2.a.iii. Business Meals 1.** The requesting party is an elected official or member of management staff for the City of Monroe.

**2.a.iii. Business Meals 2.** If the requesting party is a member of management staff (DD), the request must be cleared at least 48 hours in advance by the City Administrator.

**2.a.iii. Business Meals 3.** The total meal party is no greater than 3 members including the City of Monroe staff member.

**2.a.iii. Business Meals 4.** An itemized receipt is provided along with a documented explanation of the event and how it is beneficial to the City.

**2.a.iii. Business Meals 5.** It is submitted on a Travel Expense Form (FORM A) after returning from travel.

**2.b.iii. Personal Vehicles. 6.** Mileage expense is to be calculated from City Hall, 215 North Broad Street, Monroe, GA 30655 to the destination address based on the shortest and most economical route available.

**BACKGROUND:**

The usage of a Travel Policy has always benefitted the City to control business travel, and the last revision to the policy was made in January of 2015. The advancement of the program will surely benefit the City of Monroe going forward by providing a much higher level of accountability and detail.

**ATTACHMENTS:**

1. Travel Policy REVISED
  - 2.
  - 4.
- None

**REVIEWED BY (INITIALS):**

Legal: N/A

Finance: *CB*

Purchasing: *CB*

Other:

**USER DEPT.:** City of Monroe

**SUBMITTED BY:** Chris Bailey

City Administrator

**ADVERTISED:**

Date: N/A

Paper: N/A

Not Required

**COSTS:** N/A

**FISCAL YEAR:** N/A

**BUDGET CODE:** N/A

**AFFECTED PARTIES:**  Notified  N/R

**COUNCIL ACTION:**

- Approved  
 Approved w/Conditions  
 Denied  
 Continued to:

**FUNDING SOURCE:**

- Capital Improvement  
 Operating Expense  
 Grant  
 Loan  
 Other      Item # 4

**CITY OF MONROE  
TRAVEL POLICY**

Date Issued: 8/10/16

**Purpose**

The purpose of this policy is to provide all departments of the City of Monroe with notice of the guidelines for the authorization and administration of travel expenses, and the reporting of those expenses by employees, elected officials, and other authorized representatives of the City of Monroe. This policy shall include all required steps for obtaining travel expenses prior to travel and eligible reimbursement following travel.

**Definitions**

***Business Travel*** – Travel for the purpose of conducting official City business.

***Professional/Educational Travel*** – Travel for the purpose of attending meetings, conferences, and training programs for professional growth and development as well as for the mutual benefit of the City.

***Requesting Party*** – Any individual who will be traveling and requesting approval or reimbursed for travel costs incurred while conducting Business Travel and/or Professional/Educational Travel.

***Authorizing Party*** – An individual authorized to approve or disapprove all travel-related requests. This individual is to be in a level of authority that enables them to evaluate the need, the cost, and the benefit of such travel. This individual must submit the Travel/Expense Voucher prior to employee travel.

***Travel Expense Report Form*** – (Form A) A form used to authorize payment for the reimbursement of travel related expenses.

***Reimbursement*** – Any cost that is required for the purpose of conducting official City business in addition to pre-approved travel expenses that may be eligible for repayment to the traveling employee.

**Policy**

It is the policy of the City of Monroe to provide uniformity and fairness to all travelers, to properly use and conserve public funds, and to provide a level of comfort while traveling that allows business to be conducted in a dignified and conservative manner. All travel expenses shall follow strictly developed guidelines set forth in this policy and be within acceptable and approved budgetary appropriations. Any out of state travel or training must be properly budgeted and approved by the City Council.

Family members may travel with employees, elected officials, and other authorized representatives. However, additional lodging and mileage costs of family members are not an expense of the City, nor reimbursable and will be considered a personal expense to the employees, elected officials, and other authorized representatives. Spouse's meals that are included as a part of a registration fee will be an allowable expense.

All travel expenses must be administered by the following:

1. ***Guidelines.*** The following steps set forth the basic guidelines to follow when considering travel or training:

- a) Decisions as to when travel and training are authorized must begin with the budgetary process. Travel and training needs must be anticipated and submitted in the budget prior to each fiscal year for approval by the City Council.
- b) Each Department Director is responsible for staying within their approved departmental budget travel and training appropriations as approved by the City Council.
- c) Prior to approving a travel request, the authorizing party (*listed below*) is responsible for determining that a sufficient unexpended or unencumbered budget appropriation remains in the travel and training budget to account for all expected costs of the travel.
- d) Requests for travel costs, travel advances, and any actual expense reimbursements should be authorized as follows:

<u>Requesting Party</u>	→	<u>Authorizing Party</u>
Employees		Department Director
Department Director		City Administrator
City Administrator		Mayor
Mayor/City Council		Budget Adoption

2. **Travel Expense.** The following guidelines are intended to set forth maximum standards for travel expenses. Employees and officials of the City are expected to spend funds conservatively and to the best interest of City operations.

- a) Subsistence

- i. **Lodging** – Payment for lodging is authorized when the individual’s travel requires overnight accommodations. Overnight accommodations are at the discretion of the Authorizing Party. Elected Officials may use their discretion to determine if overnight stays are important to attendance at a conference or meeting. Advance reservation paperwork is required to be submitted prior to travel, and lodging receipts are required upon return from travel.
  1. Lodging shall be in a standard hotel/motel consistent with other facilities available in the travel vicinity. Room rates should be obtained at ‘government rates’ if possible, only if cheaper than rates obtained by the conference attended.
  2. Employees are responsible for obtaining a tax-exempt certificate (*Form B*) and Hotel/Motel Excise Tax Form certificate (*Form C*) from the City prior to travel. These certificates are to be presented to the hotel/motel at the time of check-in.
- ii. **Meals** – Employees and elected officials are entitled to expense coverage for meals based on a per diem for partial day trips or for multiple day trips. The per diem rates are as follows for employees and elected officials:

<u>Per Diem</u>	<u>Employee</u>	<u>Elected Official</u>
Breakfast	\$6.00	\$10.00
Lunch	\$8.00	\$13.00
Dinner	\$16.00	\$27.00

Item # 4

1. The above limits are expected maximums and should be sufficient in most areas traveled.
  2. For a single day trip:
    - Breakfast* – Reimbursement will be authorized when travel begins prior to 6:00 a.m.
    - Lunch* – Generally no reimbursement will be authorized unless it is included as part of a registration fee.
    - Dinner* – Reimbursement will be authorized if trip return is after 7:00 p.m.
  3. For trips involving overnight travel with departures prior to 6:00 a.m. per diem rates will apply.
  4. Should any meals be provided as part of attending the conference or event, per diem is not to be claimed by the attending party for those meals provided. Conference/Event agenda must be provided when requesting reimbursement/per diem for meals.
  5. Credit Cards/Procurement Cards/P-Cards are not to be used in place of per diem rates for meals.
  6. Receipts are not required upon return when requesting reimbursements at the per diem rates. To receive per diem expenses prior to travel, employees must submit conference or training agenda with travel expense form for proof of meal expenses, no later than two (2) weeks prior to departure. Should the proper paperwork not be provided within this two (2) week period, per diem expenses will be ready upon return from travel.
  7. Should the cost of a meal exceed the per diem meal limit, it is the responsibility of the employee or elected official to cover the additional cost. Occasionally meeting circumstances dictate presence at a meal exceeding allowable limits. If this occurs circumstances should be documented and the cost of the meal will be reimbursed if supported by receipts and proper approval from the Authorizing Party.
  8. Expenses and reimbursements exceeding per diem will be considered to certain out of state locations if prior request is submitted and amount was budgeted.
- iii. *Business Meals* – Occasionally, officials are required to meet with persons of other governments and professional associations in which the exchange of information will prove to be beneficial to the City. When, in the opinion of the official that such an exchange has occurred, it may be deemed appropriate to pay for the cost of the meal as a guest of the City. Reimbursements for these meals are pursuant to the following stipulations:
1. The requesting party is an elected official or member of management staff for the City of Monroe.
  2. If the requesting party is a member of management staff (Department Director), the request must be cleared at least 48 hours in advance by the City Administrator.
  3. The total meal party is no greater than three (3) members including the City of Monroe staff member.

4. An itemized receipt is provided along with a documented explanation of the event and how it is beneficial to the City.
5. It is submitted on a Travel Expense Form (*FORM A*) after returning from travel.

b) Travel

i. Air, Rail, and Bus Fares

1. Receipts and Travel Expense form are required for expense or reimbursements of these transportation costs.
2. Transportation reservations shall be obtained at the most economical rate available and prior to travel with proper paperwork and approval submitted.

ii. City Vehicles

1. The use of a City vehicle is authorized for travel to destinations up to four hundred (400) miles from the City of Monroe. Operation of the City vehicle outside the state of Georgia requires the prior approval by the City Administrator and City Council.
2. Ridesharing will be required, if possible, when more than one employee attends same conference/meeting/training.
3. Receipts must be obtained and submitted for all City vehicle expenses upon return from travel.
4. City vehicles are to be driven and occupied only by City employees, elected officials, or other authorized representatives.

iii. Personal Vehicles

1. Use of a personal vehicle is allowed only if one of the following conditions is met:
  - No City vehicle is available at the time of travel.
  - Requesting party has a physical handicap which requires the use of a specially equipped vehicle.
  - An employee's family member(s) accompany the employee on the trip.
2. Advance approval must be obtained from Authorizing Party.
3. When more than one employee is attending a particular function, separate car allowances will not be approved unless separate arrival and departure times are dictated by other City business or the number of attendees is greater than four (4) persons.
4. The expense or reimbursement rate for personal vehicle mileage is based on IRS per mile allowance as issued each year.
5. Requested mileage expenses or reimbursements must be supported by printed travel map and reported by odometer readings upon return from travel. This does not apply to daily mileage allowance of staff using personal vehicles in normal day to day business.

Item # 4

6. Mileage expense is to be calculated from City Hall, 215 North Broad Street, Monroe, GA 30655 to the destination address based on the shortest and most economical route available.
7. Employees who use their personal vehicles on City business and request mileage allowance or reimbursements must prepare their requests on a monthly basis.

iv. Rental Vehicles

1. A rental vehicle may be used when it is determined that no other mode of transportation is as economical or practical (i.e. taxi, subway) for travel.
2. Rental vehicles shall be limited to 'mid-size' automobiles with standard accessories unless special circumstances dictate a larger vehicle or more effective rate.
3. Rental vehicles shall be covered by appropriate insurance as required by applicable state laws.
4. All current City policies/procedures governing the use of vehicles shall apply to rental vehicles.
5. Receipts are required for the use of any rental vehicle costs, including gas and other services.

v. Local Ground Transportation

1. Local transportation costs incurred while on out-of-town travel will be reimbursed, upon submittal of proper Travel Expense form and documentation.
2. Receipts for services must be obtained and submitted with travel Expense form for reimbursement. No reimbursement will be given without proper receipt submittal.

c) Registration

- i. Approval for registration must be given by Authorizing Party prior to registration.
- ii. Purchase Orders must be obtained prior to registration.
- iii. Advance registration must be used whenever possible to meet discount early registration rates.
- iv. Registration fees are acceptable when supported by receipt.

d) Miscellaneous

- i. Parking will be reimbursed when supported by a receipt upon return from travel.
- ii. Personal items, alcoholic beverages and expenses of family members are not authorized. Expense reports must be prepared to reflect only actual expenses essential to the conduct of City business.
- iii. When an advance is submitted prior to travel a final Travel/Expense Voucher (Form A) should be submitted as soon as possible in order to verify all funds advanced.

Form A – Travel Expense Report Form

CITY OF MONROE EXPENSE REPORT								
Name: _____					Department: _____			
Date								
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Totals
Miles Driven								-
Reimbursement	-	-	-	-	-	-	-	-
Parking & Tolls								-
Auto Rental								-
Taxi/Limo								-
Other (Rail or Bus)								-
Airfare								-
Transportation Total	-	-	-	-	-	-	-	-
Lodging & Meals Total								-
Other								-
Breakfast								-
Lunch								-
Dinner								-
Sub-Total Meals	-	-	-	-	-	-	-	-
Lodging & Meals Total	-	-	-	-	-	-	-	-
Supplies/Equipment								-
Phone, Fax								-
Food Charged								-
Gas Charged								-
Other								-
Entertainment								-
Total Expenses/Day	-	-	-	-	-	-	-	-
Detailed Entertainment Record								
Date	Item	Persons Entertained/ Business Relationship	Place Name & Location	Business Purpose	Amount			
					-			
					-			
					-			
					-			
					-			
PURPOSE OF TRIP				SUMMARY				
				Total Expenses		-		
				Less Cash Advance		-		
				Less Amount Charged To City		-		
				Amount Due Employee		-		
				Amount Due City		-		

Prepared By \_\_\_\_\_ Date \_\_\_\_\_

Approved By \_\_\_\_\_ Date \_\_\_\_\_

## Form B – Tax Exemption Certificate Form

Form **ST-5** (Rev. 11/2012)

STATE OF GEORGIA  
DEPARTMENT OF REVENUE  
SALES TAX CERTIFICATE OF EXEMPTION  
GEORGIA PURCHASER OR DEALER

To: \_\_\_\_\_  
(SUPPLIER) (DATE)

\_\_\_\_\_  
(SUPPLIER'S ADDRESS) (CITY) (STATE) (ZIP CODE)

**THE UNDERSIGNED DOES HEREBY CERTIFY** that all tangible personal property purchased or leased after this date will be for the purpose indicated below and that this certificate shall remain in effect until revoked in writing. Any tangible personal property obtained under this certificate of exemption is subject to the sales and use tax if it is used or consumed by the purchaser in any manner other than that indicated on this certificate. (Check appropriate box.)

1. Purchases or leases of tangible personal property or services for resale. O.C.G.A. § 48-8-30.
2. For use by the Federal Government, The American Red Cross, Georgia State Government, any county, municipality, qualifying authority or public school system of this state. Payment must be made by warrant on appropriated Government funds. A Georgia sales and use tax number is not required for this exemption. O.C.G.A. § 48-8-3(1).
3. Purchases or leases of tangible personal property or services for **RESALE ONLY** by a church, qualifying nonprofit child caring institution, nonprofit parent teacher organization or association, nonprofit private school (grades K-12), nonprofit entity raising funds for a public library, member councils of the Boy Scouts of the U.S.A. or Girl Scouts of the U.S.A. **THIS EXEMPTION DOES NOT EXTEND TO ANY PURCHASE TO BE USED BY OR DONATED BY THE PURCHASING ENTITY.** A Georgia sales and use tax number is not required for this exemption. O.C.G.A. § 48-8-3(15),(39),(41),(56),(59),and(71).
4. Materials used for packaging tangible personal property for shipment or sale. Such materials must be used solely for packaging and must not be purchased for reuse by the shipper or seller. O.C.G.A. § 48-8-3(94). A Georgia sales and use tax number is not required for this exemption.
5. Aircraft, watercraft, motor vehicles, and other transportation equipment manufactured or assembled in this state sold by the manufacturer or assembler for use exclusively outside of this state when possession is taken by the purchaser within this state for the sole purpose of removing the property from this state under its own power due to the fact that the equipment does not lend itself more reasonably to removal by other means. A Georgia sales and use tax number is not required for this exemption. O.C.G.A. § 48-8-3(32).
6. The sale of aircraft, watercraft, railroad locomotives and rolling stock, motor vehicles, and major components and replacement/repair parts of each, which will be used principally to cross the borders of this state in the service of transporting passengers or cargo by common carriers in interstate or foreign commerce under authority granted by the United States government. Private and contract carriers are not exempt. O.C.G.A. § 48-8-3(33)(A).
7. For use by a federally chartered credit union, credit unions organized under the laws of this state, and credit unions organized under the laws of the United States and domiciled within this state. A Georgia sales and use tax number is not required for this exemption. 12 U.S.C.S. 1766; O.C.G.A. § 48-6-97.

**MUNICIPALITY**

## PURCHASER'S BUSINESS ACTIVITY

Under penalties of perjury I declare that this certificate has been examined by me and to the best of my knowledge and belief is true and correct, made in good faith, pursuant to the sales and use tax laws of the State of Georgia.

Business Name: CITY OF MONROE Sales Tax Number: N/A

Business Address: 215 N. BROAD ST City: MONROE State: GA ZIP Code: 30655

Purchaser's Name: CONNIE H. DAVIS Signature: Connie H. Davis Title: AP CLERK

A dealer must secure one properly completed certificate of exemption from each buyer making tax exempt purchases. Certificates of exemption must be obtained by the dealer within 90 days of the exempt sale being completed. The dealer must maintain a copy of the certificate of exemption presented for audit purposes.

## Form C – Hotel/Motel Excise Tax Form

**ATTENTION: GEORGIA HOTEL AND MOTEL OPERATORS**

On April 2, 1987, Act Number 621 amending Official Code of Georgia Annotated Section 48-13-51 became effective. This Act provides that Georgia State or local government officials or employees traveling on official business should not be charged county or municipal excise tax on lodging. Sales tax is not exempted under the current sales tax law, since the payment of hotel/motel bills by an employee is not considered to be payment made directly by a State agency from appropriated funds. Upon verification of the identity of the State official or employee identified below, Georgia hotel and motel operators are authorized to exempt the individual from any applicable county or municipal lodging excise tax. Sales tax, however, should continue to be charged.

A copy of this certification should be maintained with your tax records to document the individual's status as a state official or employee traveling on official business. If you have any questions, please contact the accounting or fiscal office of the Department or agency employing the individual identified below.

**STATE OF GEORGIA  
CERTIFICATE OF EXEMPTION OF LOCAL HOTEL/MOTEL EXCISE TAX**

**CERTIFICATION**

This is to certify that the lodging obtained on the date(s) identified below was required in the discharge of my official duties for the State and qualifies for exemption of the local hotel/motel excise tax under Official Code of Georgia Annotated Chapter 48-13 (as amended by Act 621, Georgia Laws 1987).

Signature of Official or Employee \_\_\_\_\_ Date \_\_\_\_\_

**PRINT OR TYPE**

Name of Official or Employee \_\_\_\_\_

Title of Official of Employee \_\_\_\_\_

Agency Represented \_\_\_\_\_ City of Monroe

Accounting/Fiscal Office Contact Connie Davis Phone No. 770-266-5117

Date(s) of Lodging \_\_\_\_\_

This policy is adopted the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk



## Finance Committee Meeting

### AGENDA

August 2, 2016

**Item:**

Discussion - Hiperweb 311

**Department:**

**Additional Information:**

**Financial Impact:**

**Budgeted Item:**

**Recommendation / Request:**

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [Hiperweb 311 Info](#)



# CITY OF MONROE GEORGIA

**SUBJECT:** Hiperweb 311 Contract

**DATE SUBMITTED:** 7/28/2016

**DIVISION:** Customer Service

**AUTHORIZED BY:** Logan Propes

**AGENDA DATE REQUESTED:** 8/2/2016

**TYPE:**

**CONTACT PERSON:** Logan Propes

**DEPARTMENT:** Finance

- Council  
 Committee  
 Administrator

**MOTION/RECOMMENDATION:** FOR COUNCIL DISCUSSION ONLY. NO MOTION NEEDED.

To recommend staff implement Hiperweb's 311 program as a replacement for *See, Click, Fix*.

**BACKGROUND:**

This is being presented to Council for review and comment as a follow-up to last month's discussion about possible alternatives to the currently used "*See, Click, Fix*" program and mobile app.

We last reported low citizen engagement in the "*See, Click, Fix*" program and also the extra workflow added to each department, which made responding to the program somewhat inefficient to the daily workflow and work order ticket processes.

The *Hiperweb 311* program and mobile app is viable alternative. It is a program offered by our partner organization, Electric Cities of Georgia (ECG). It will work as an extension of the Hiperweb program already used by Water, Sewer, and Gas departments to create work orders. *Hiperweb 311* is still very citizen oriented but allows for creating a work order ticket automatically by the user that is then reviewed and processed through each department's chain of command as with any other work order. From there the citizen will receive automatic updates about their issues as the work order goes through the various stages of resolution.

All departments have reviewed the *Hiperweb 311* program and agree it will be a better alternative to "*See, Click, Fix*", and will be able to be more widely deployed throughout almost all city functions along with being easier to use and manage.

The "*See, Click, Fix*" annual contract will be going up 5% to \$5,512.00 at the August renewal. *Hiperweb's 311* is estimated to cost \$3,120 per year with an initial set up of \$1,800 (Total of \$4,920.00). Pricing may vary slightly depending on how we build our options. There will be a slight downtime between the transition of programs but it is not expected to be more that 2-4 weeks.

**ATTACHMENTS:**

- 1.
  - 2.
- None

**REVIEWED BY (INITIALS):**

Legal: N/A

Finance: LHP *slw*

Other: N/A

**USER DEPT.:** ALL

**SUBMITTED BY:** Logan Propes

**ADVERTISED:**

Date:

Paper:

Not Required

**COSTS:** \$Estimated \$4,920.00

**FISCAL YEAR:** 2016-2017

**BUDGET CODE:**

Various department allocations.

**AFFECTED PARTIES:**  Notified  N/R

**COUNCIL ACTION:**

- Approved  
 Approved w/Conditions  
 Denied  
 Continued to:

**FUNDING SOURCE:**

- Capital Improvement  
 Operating Expense  
 Grant  
 Loan  
 Other

Item # 5

  
 City Administrator