

ITEM # 10
DATE: 01-09-18

COUNCIL ACTION FORM

SUBJECT: PROCUREMENT CARD FOR NEW CITY MAYOR AND COUNCIL MEMBER

BACKGROUND:

On February 26, 2002, City Council approved a procurement card (p-card) program to facilitate payment for small purchases and travel expenses. Policies and procedures for the program are part of the City purchasing policies approved by City Council. All cardholders attend training on the related policies and procedures prior to being issued a card.

Procurement card applications for employees are approved by the applicant's department head. Applications for elected City officials are to be approved by City Council. Applications for new Mayor Haila and City Council Member Martin were submitted, and they attended the required training session on December 4, 2017. The proposed accounts will have a single purchase limit of \$2,000, a daily spend limit of \$3,000, and a monthly billing cycle limit of \$5,000.

ALTERNATIVES:

1. Approve applications for procurement card for Mayor Haila and City Council Member Martin and set the spend limit at \$2,000 per transaction, \$3,000 per day, and \$5,000 per monthly billing cycle.
2. Have Mayor Haila and City Council Member Martin use their personal account rather than procurement card for travel and related expenses, and request reimbursement in accordance with applicable City policies.

MANAGER'S RECOMMENDED ACTION:

The procurement card program is intended to facilitate payment for small purchases and travel expenses. Applications for the new Mayor Haila and City Council Member Martin were submitted, and they have attended the required training session.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the applications for a procurement card for Mayor Haila and City Council Member Martin and setting the spend limits as indicated above.