

AGENDA
CITY OF CENTRALIA, MISSOURI
Board of Aldermen
General Government and Public Safety Committee
Monday, September 9, 2019
~7:30 P.M.
City Hall Council Chambers

- I. ATTENDANCE
- II. COMMENTS FROM CITIZENS
- III. PUBLIC SAFETY
 - A. Police Department
 - 1. Activity Report
 - 2. Other
 - B. Fire Department
 - 1. Activity Report
 - 2. Other
 - C. Emergency Management
 - D. Protective Inspection
- IV. GENERAL GOVERNMENT & FINANCE
 - A. Economic Development
 - B. Park Board
 - C. Cemetery Report
 - D. Tree Board Report
 - E. Library Board
 - F. August 2019 Financial Statements
 - G. Bills over \$1,250 = **\$105,141.19**
 - H. Other General Government
- V. OTHER
 - A. Police Chief's Monthly Report – August 2019
 - B. Proposed Procurement Policy
 - C. Setting the date for the next Board of Aldermen meeting to be September 23, 2019 (motion)
- VI. AS MAY ARISE
- VII. ADJOURN

From: Heather Russell, Interim City Administrator

To: Public Works & Public Utilities Committee

Date: September 9, 2019

Re: General Meeting Notes



Item III. C – Emergency Management

Chief Bias and I met with Chad Martin, acting Emergency Management Director for Boone County Emergency Management, on August 29th in Columbia. We discussed the replacement of the tornado sirens, as all of our previous discussion had occurred with the late Tom Hurley. During that meeting, we were able to put together the information we had regarding the location of the three new sirens and the information Martin had regarding the installation. At the time of the meeting, the sirens had not been ordered. Chief Bias re-located the specific location of each siren to be installed and sent the GPS coordinates to Martin. We are now waiting to hear back from Boone County as to when the sirens are to be ordered and then installed.

The old sirens will be taken down and disposed of by City crews, as we will still have ownership of them. The newest of our six sirens (only 5 are operational at the present time) is 20 years old. The County will take over ownership and operation of the new sirens once installed. There is a contract between the City and the County that is being drafted, and will be sent to Cydney for review once it is received.

Item III. D – Protective Inspection

The Notice of Award for the demolition project has been signed by the City and sent to JT Holman Construction and Excavating. Once the contracts are finalized by CDBG staff, we will set up a pre-construction meeting and contract signing date.

Item V. B – Procurement Policy

Included in the packet is the proposed procurement policy. This policy is much more detailed and outline the procedure for all purchases depending on type of purchase and dollar amount spent. This would be something for the Board members to review and give feedback on.

- **Purchase Cards or P-Cards:** Currently the City has two credit cards (City Administrator and City Clerk). With the number of purchases made by credit card due to convenience has increased drastically in the past 2-3 years. I have been in contact with Central Bank to see what options they would have for purchase cards, or if we would need to look into getting credit cards for each Dept. Head if this was the direction the Board would like to take.

2019	96	August
	33	All Other Offenses (Except Traffic)
	1	Assault
	3	Assault - Domestic
	2	Child Custody
	1	Disorderly Conduct-Disturb Peace-Unlawful Assembly
	4	Domestic Disturbance
	1	Driving While Intoxicated-Alcohol
	1	Driving While Suspended/Revoked
	3	Drug Violation: Possession-Marijuana
	1	Drug Violation: Possession-Other dangerous non-narcotic drugs
	1	Drug Violation: Possession-Synthetic Narcotics
	1	Drug Violation: Sale/Mfg-Other dangerous non-narcotic drugs
	1	Ex Parte Violation
	1	Forgery & Counterfeiting-checks-cash-other
	5	Misdemeanor Arrest warrants served
	5	Officer Information
	1	Property Damage Under \$750.00
	2	Stealing/Theft - Felony - over \$500.00
	5	Stealing/Theft - Misdemeanor- under \$500.00
	1	Tampering
	2	Traffic Accident
	18	Traffic Offense
	1	Trespassing
	1	Vehicle theft-Auto
	1	Weapons-carry-conceal other

2018	89	August
	35	All Other Offenses (Except Traffic)
	1	Assault - Domestic
	1	Burglary - Residential
	1	Civil Matter
	1	Disorderly Conduct-Disturb Peace-Unlawful Assembly
	5	Domestic Disturbance
	2	Drug Violation: Possession-Marijuana
	1	Drug Violation: Possession-Opium cocaine and derivatives
	1	Drug Violation: Possession-Other dangerous non-narcotic drugs
	2	Felony Arrest warrants served
	5	Misdemeanor Arrest warrants served
	2	Officer Information
	3	Property Damage Under \$750.00
	2	Sex Offenses
	3	Stealing/Theft - Felony - over \$500.00
	4	Stealing/Theft - Misdemeanor- under \$500.00
	4	Traffic Accident
	15	Traffic Offense
	1	Trespassing

Ticket# Occ#

Ticket#	Occ#	Charge
2019 77	Aug	
13		Caution
5		Centralia Ordinance
5		20-41 Trespassing 20-41.0-284N20005799.0: ORD
1		Equipment -Tail Lamp
2		Expired Tag
1		Failure to Display 2 License Plates
1		Left of Center
1		No Endorsement
1		No Insurance
1		Speeding
64		Charge
6		Assault
1		565.052-001Y201713 Assault - 2nd Degree (F): STAT
1		565.056-003Y201713 Assault - 4th Degree - Pursuant To Subdivisions (3), (6) (M): STAT
1		565.073-003Y201713 Domestic Assault - 2nd Degree (F): STAT
1		565.074-003Y201713 Domestic Assault - 3rd Degree (F): STAT
2		565.076-002Y201713 Domestic Assault - 4th Degree - 1st Or 2nd Offense (M): STAT
1		Burglary
1		569.170-001Y201722 Burglary - 2nd Degree (F): STAT
21		Centralia Ordinance
1		18-13 Failure to Provide Proof of Insurance 18-13.0-041N20045499.0: ORD
1		18-13.1 Operate Veh w/License Plate for Another Veh. 18-13.1.0-289N20005499.0: ORD
13		18-13.1 Operate Vehicle w/Expired/No License Plate 18-13.1.0-288N20005499.0: ORD
1		18-17.1 Motorcycle Riding w/o Helmet 18-7.1.0-190N20005499.0: ORD
1		18-55.0-386N20007399.0
1		18-7.1 Driving Without Driver's License 18-7.1.0-039N20005499.0: ORD
1		18-7.3 Operating Motor Vehicle While suspended/revoked 18-7.3.0-73Y19875499.0: ORD
1		19-2 Nuisances: Junk, Tires, Wood, Etc. 19-2.0-175N20005599.0: ORD
1		20-36 Stealing 20-36.0-329Y20002399.0: ORD
1		Damage Property
1		569.080-002Y201729 Tampering With Motor Vehicle - 1st Degree (F): STAT
14		Dangerous Drugs
6		579.015-001Y201735 Possession Of Controlled Substance Except 35 Grams Or Less Of Marijuana/synthetic Canr
1		579.015-003Y201735 Possession Of Marijuana/synthetic Cannabinoid Of 10 Grams Or Less - Prior Drug Offense (
1		579.015-004Y201735 Possession Of Marijuana/synthetic Cannabinoid Of 10 Grams Or Less (M): STAT
1		579.020-004Y201735 Delivery Of Controlled Substance Except 35 Grams Or Less Of Marijuana Or Synthetic Canr
1		579.074-001Y201735 Unlawful Possession Of Drug Paraphernalia - Amphetamine Or Methamphetamine (F): STA1
1		579.074-003Y201735 Unlawful Possession Of Drug Paraphernalia (M): STAT
1		Possesion of Controlled Substance 579.015-001Y20173599.0
1		Possession of Controlled Substance 579.015-001Y20173599.0
1		Possession of Marijuana 579.015-004Y201735
4		Forgery
1		570.090-001Y201725 Forgery (F): STAT
1		570.090-001Y20172599.0
2		Forgery 570.090-001Y20172599.0
1		Invasion Of Privacy
1		569.140-001N201657 Trespass - 1st Degree (M): STAT
1		Miscellaneous
1		Domestic Assault 3rd 565.074-003Y201713
4		Motor Vehicle
1		302.321-004Y201754 Driving While Revoked/suspended - 2nd Or 3rd Offense (M): STAT
1		304.012-001N199554 Operated A Motor Vehicle In A Careless And Imprudent Manner (M): STAT
2		577.010-032Y201754 Driving While Intoxicated (M): STAT
1		Motor Vehicle Violations
1		Drving While Revoked (F) 302.321-005Y201754
3		Obstruct Justice
2		455.085-002Y200950 Violation Of Order Of Protection For Adult - 1st Offense (M): STAT
1		575.270-001Y201750 Tampering With A Witness In A Felony Prosecution (F): STAT
1		Obstructing Police
1		575.080-001Y201048 Making False Report (M): STAT
1		Ordinance - Miscellaneous
1		FTA Warrant 17BANMF64 Orig: Expired plates
1		Ordinance - Speeding
1		18-33.0-318N20005499.0 Exceeded Posted Speed Limit (11-15 Mph Over): ORD
1		Peace Disturbance
1		565.090-003Y201753 Harassment - 1st Degree (F): STAT

	Ticket#	Occ#
3	Stealing	
1	570.030-035Y201723 Stealing - \$750 Or More (F): STAT	
1	570.030-043Y201723 Stealing (M): STAT	
1	Stealing 570.030-043Y201723	

COMMUNICATIONS

Events by Nature Code by Agency

Agency: CEPD, Event date/Time range: 08/01/2019 00:00:00 - 08/31/2019 23:59:59

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
CEPD	CHK AREA	0	28	1	29	5%	0:00:24	0:14:51	0:17:22	8:43:04	0:18:02
	FLAG DOWN	0	3	0	3	0%	0:00:00	0:00:00	0:06:23	0:19:11	0:06:24
	Subtotals for No Summary Code	0	31	1	32	5%	0:00:24	0:14:51	0:11:52	9:02:15	0:12:13
	10D CHEST PAIN	0	0	1	1	0%	0:00:08	0:01:55	0:03:31	0:05:34	0:05:34
	Subtotals for 10	0	0	1	1	0%	0:00:08	0:01:55	0:03:31	0:05:34	0:05:34
	101C5 CUSTODY ISSUE	0	0	2	2	0%	0:04:53	0:05:49	0:14:23	0:38:40	0:19:20
	Subtotals for 101	0	0	2	2	0%	0:04:53	0:05:49	0:14:23	0:38:40	0:19:20
	CHILD ABUSE	0	0	1	1	0%	0:02:06	0:00:00	0:17:09	0:19:15	0:19:15
	Subtotals for 102	0	0	1	1	0%	0:02:06	0:00:00	0:17:09	0:19:15	0:19:15
	MINOR DETAIL	0	18	4	22	3%	0:00:21	0:00:00	0:30:20	11:15:34	0:30:42
	PROCESS PRISONER	0	1	0	1	0%	0:00:01	0:00:00	0:53:47	0:53:48	0:53:48
	RECOVER PROP	0	0	3	3	0%	0:01:51	0:22:51	0:08:48	1:40:33	0:33:31
	TRANSPORT PRISONER	0	1	0	1	0%	0:00:00	0:00:00	1:03:20	1:03:20	1:03:20
	Subtotals for 103	0	20	7	27	4%	0:00:44	0:22:51	0:39:04	14:53:15	0:45:20
	105A1 ANML CMLNT	0	0	2	2	0%	0:03:56	0:06:34	0:22:05	1:05:10	0:32:35
	105B4 BARKING DOG	0	0	1	1	0%	0:09:05	0:03:55	0:11:01	0:24:01	0:24:01
	ANML CMLNT	0	13	5	18	3%	0:00:55	0:12:16	0:09:00	3:41:26	0:12:18
	ANML CONTROL	0	16	46	62	10%	0:02:44	0:04:51	0:14:53	20:19:17	0:19:40
	OPEN DOOR/WINDOW	0	1	0	1	0%	0:00:01	0:00:00	0:04:47	0:04:48	0:04:48
	ORDINANCE VIOL	0	4	5	9	1%	0:06:50	0:02:46	0:09:17	2:15:37	0:15:04
	PEACE DISTURBANCE	0	0	1	1	0%	0:01:37	0:12:55	0:03:41	0:18:13	0:18:13
	T TRFC STOP	0	2	0	2	0%	0:00:01	0:00:00	0:06:53	0:13:49	0:06:55

Subtotals for 105	0	36	60	96	15%	0:03:09	0:07:13	0:10:12	28:22:21	0:16:42
ASST AMBULANCE	0	0	1	1	0%	0:01:01	0:01:32	0:20:33	0:23:06	0:23:06
ASST FIRE DEPARTMENT	0	0	7	7	1%	0:00:16	0:02:12	0:07:48	1:09:45	0:09:58
ASST OTHER AGENCY	0	0	4	4	1%	0:01:30	0:02:49	0:54:57	3:48:39	0:57:10
FIRE ALRM	0	0	1	1	0%	0:00:10	0:00:00	0:43:52	0:44:02	0:44:02
Subtotals for 107	0	0	13	13	2%	0:00:44	0:02:11	0:31:48	6:05:32	0:33:34
VANDALISM	0	1	5	6	1%	0:02:41	0:03:42	0:43:57	4:54:36	0:49:06
Subtotals for 111	0	1	5	6	1%	0:02:41	0:03:42	0:43:57	4:54:36	0:49:06
DEATH INVEST	0	0	1	1	0%	0:01:19	0:00:19	1:04:12	1:05:50	1:05:50
Subtotals for 112	0	0	1	1	0%	0:01:19	0:00:19	1:04:12	1:05:50	1:05:50
113D1 PHYS DIST	0	0	1	1	0%	0:02:13	0:02:07	0:34:00	0:38:20	0:38:20
113D2 VRBL DIST	0	0	1	1	0%	0:03:28	0:01:27	0:18:26	0:23:21	0:23:21
DISTURBANCE	0	0	8	8	1%	0:03:34	0:01:44	0:25:06	3:59:47	0:29:58
PEACE DISTURBANCE	0	0	6	6	1%	0:03:48	0:05:18	0:14:23	2:20:59	0:23:30
Subtotals for 113	0	0	16	16	2%	0:03:16	0:02:39	0:22:59	7:22:27	0:28:47
114D1 PHYS DOMSTC	0	0	2	2	0%	0:02:24	0:00:09	0:24:28	0:54:02	0:27:01
Subtotals for 114	0	0	2	2	0%	0:02:24	0:00:09	0:24:28	0:54:02	0:27:01
DRUGS	0	0	1	1	0%	0:00:33	0:00:11	0:30:22	0:31:06	0:31:06
Subtotals for 116	0	0	1	1	0%	0:00:33	0:00:11	0:30:22	0:31:06	0:31:06
FORGERY	0	0	1	1	0%	0:01:49	0:01:02	0:27:25	0:30:16	0:30:16
FRAUD	0	0	1	1	0%	0:02:14	0:09:01	0:29:28	0:40:43	0:40:43
Subtotals for 118	0	0	2	2	0%	0:02:02	0:05:02	0:28:26	1:10:59	0:35:30
119B2 PAST HARASSMENT	0	0	1	1	0%	0:04:38	0:01:00	0:05:32	0:11:10	0:11:10
HARASSMENT	0	0	3	3	0%	0:03:42	0:00:04	0:07:48	0:34:43	0:11:34
Subtotals for 119	0	0	4	4	1%	0:04:10	0:00:32	0:06:40	0:45:53	0:11:22

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
	12C SEIZURE	0	0	1	1	0%	0:00:06	0:00:03	0:10:39	0:10:48	0:10:48
	Subtotals for 12	0	0	1	1	0%	0:00:06	0:00:03	0:10:39	0:10:48	0:10:48
	121D1 BEHAV PROB VIOLENT	0	0	1	1	0%	0:05:37	0:02:44	0:25:25	0:33:46	0:33:46
	Subtotals for 121	0	0	1	1	0%	0:05:37	0:02:44	0:25:25	0:33:46	0:33:46
	127D1 SUICIDE ATMP	0	0	1	1	0%	0:04:28	0:28:24	0:59:53	1:32:45	1:32:45
	127D2G SUICIDAL SUBJ GUN	0	0	1	1	0%	0:04:58	0:02:09	0:20:16	0:27:23	0:27:23
	SUICIDAL SUBJ	0	0	2	2	0%	0:02:58	0:01:36	0:27:15	1:03:39	0:31:50
	Subtotals for 127	0	0	4	4	1%	0:04:08	0:10:43	0:35:48	3:03:47	0:50:39
	FOLLOW UP	0	25	36	61	9%	0:09:40	0:06:43	0:25:57	34:28:45	0:33:55
	Subtotals for 128	0	25	36	61	9%	0:09:40	0:06:43	0:25:57	34:28:45	0:33:55
	129C1G SUSP PRSN GUN	0	0	1	1	0%	0:03:02	0:05:42	1:12:57	1:21:41	1:21:41
	CHK BLDG	0	4	3	7	1%	0:01:32	0:03:00	2:25:04	17:06:09	2:26:36
	CHK SUBJ	0	11	14	25	4%	0:03:22	0:02:37	0:16:47	8:25:07	0:20:12
	OPEN DOOR/WINDOW	0	0	2	2	0%	0:11:33	0:00:04	0:00:29	0:23:50	0:11:55
	SUSP INCIDENT	0	0	7	7	1%	0:03:58	0:02:58	0:16:57	2:24:40	0:20:40
	SUSP PRSN	0	0	7	7	1%	0:01:48	0:01:42	0:22:19	2:59:04	0:25:35
	SUSP VEH	0	3	5	8	1%	0:02:23	0:02:26	0:05:05	0:59:56	0:07:30
	TTL	0	1	0	1	0%	0:00:00	0:00:00	2:23:08	2:23:08	2:23:08
	WARRANT	0	0	2	2	0%	0:02:57	0:11:44	0:39:39	1:36:56	0:48:28
	Subtotals for 129	0	19	41	60	9%	0:03:49	0:03:47	0:51:23	37:40:31	0:56:12
	CI DRIVING	0	0	4	4	1%	0:03:19	0:03:54	0:04:10	0:33:47	0:08:27
	PRKNG VIOL	0	1	0	1	0%	0:00:00	0:00:00	0:06:24	0:06:24	0:06:24
	STALLED VEH	0	1	2	3	0%	0:04:36	0:03:19	0:07:32	0:27:35	0:09:12
	TRFC HZRD	0	2	9	11	2%	0:04:22	0:03:08	0:05:54	2:01:28	0:11:03

Subtotals for 132	0	4	15	19	3%	0:04:06	0:03:27	0:06:00	3:09:14	0:08:46
133D1 TRESPASS	0	0	2	2	0%	0:02:40	0:02:08	0:19:04	0:47:43	0:23:52
TRESPASS SUBJ	0	0	6	6	1%	0:03:52	0:01:44	0:22:36	2:45:46	0:27:38
Subtotals for 133	0	0	8	8	1%	0:03:16	0:01:56	0:20:50	3:33:29	0:25:45
23B1I INTENTIONAL OD	0	0	1	1	0%	0:00:09	0:03:05	0:16:27	0:19:41	0:19:41
23D INTENTIONAL OD	0	0	1	1	0%	0:01:20	0:04:10	0:43:11	0:48:41	0:48:41
Subtotals for 23	0	0	2	2	0%	0:00:44	0:03:38	0:29:49	1:08:22	0:34:11
28C STROKE	0	0	1	1	0%	0:00:05	0:00:05	0:03:49	0:03:59	0:03:59
Subtotals for 28	0	0	1	1	0%	0:00:05	0:00:05	0:03:49	0:03:59	0:03:59
69D RES STR FIRE	0	0	1	1	0%	0:00:10	0:00:00	0:10:50	0:11:00	0:11:00
Subtotals for 69	0	0	1	1	0%	0:00:10	0:00:00	0:10:50	0:11:00	0:11:00
911 CHK	0	0	19	19	3%	0:03:48	0:04:59	0:01:58	2:08:46	0:06:47
Subtotals for 911	0	0	19	19	3%	0:03:48	0:04:59	0:01:58	2:08:46	0:06:47
LAW ALRM	0	0	6	6	1%	0:02:44	0:01:12	0:08:04	1:04:55	0:10:49
Subtotals for ALRM	0	0	6	6	1%	0:02:44	0:01:12	0:08:04	1:04:55	0:10:49
ASSLT	0	0	1	1	0%	0:01:38	0:00:35	0:43:41	0:45:54	0:45:54
Subtotals for ASLT	0	0	1	1	0%	0:01:38	0:00:35	0:43:41	0:45:54	0:45:54
ASST CITIZEN (POLICE)	0	3	59	62	10%	0:04:01	0:03:03	0:12:54	18:24:33	0:17:49
FUNERAL ESCORT	0	0	3	3	0%	0:11:00	0:03:10	0:34:33	2:22:59	0:47:40
T TRFC STOP	0	1	0	1	0%	0:00:01	0:00:00	0:01:45	0:01:46	0:01:46
Subtotals for ASTC	0	4	62	66	10%	0:05:01	0:03:06	0:16:24	20:49:18	0:22:25
CHK OPEN BUSINESS	0	6	0	6	1%	0:00:01	0:00:40	0:56:42	5:41:38	0:56:56
INFO	0	0	3	3	0%	0:02:20	0:05:12	0:13:56	1:04:23	0:21:28
OFF DUTY ASSIGNMENT	0	1	0	1	0%	0:00:01	0:00:00	1:44:01	1:44:02	1:44:02
WIP	0	4	0	4	1%	0:00:01	0:00:00	0:06:05	0:24:22	0:06:06
Subtotals for MISC	0	11	3	14	2%	0:00:36	0:02:56	0:45:11	8:54:25	0:47:08

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
	125C1 KEEP THE PEACE	0	0	1	1	0%	0:05:08	0:03:39	0:35:11	0:43:58	0:43:58
	CIVIL MATTER	0	0	11	11	2%	0:05:29	0:01:13	0:15:34	3:46:39	0:20:36
	ESCORT	0	0	1	1	0%	0:01:55	0:03:03	0:03:51	0:08:49	0:08:49
	KEEP THE PEACE	0	0	1	1	0%	0:15:29	0:00:00	0:00:00	0:40:21	0:40:21
	LOCKOUT	0	0	4	4	1%	0:04:53	0:04:41	0:05:42	1:01:02	0:15:16
	TTL	0	1	0	1	0%	0:00:01	0:00:00	0:09:02	0:09:03	0:09:03
	Subtotals for PUB	0	1	18	19	3%	0:05:29	0:03:09	0:13:52	6:29:52	0:23:00
	T TRFC STOP	0	134	3	137	21%	0:00:06	0:00:23	0:13:36	31:08:06	0:13:38
	Subtotals for T	0	134	3	137	21%	0:00:06	0:00:23	0:13:36	31:08:06	0:13:38
	130D1 THEFT	0	0	2	2	0%	0:05:38	0:08:25	0:17:14	1:02:33	0:31:17
	LARCENY	0	0	13	13	2%	0:08:19	0:00:55	0:44:27	9:58:49	0:46:04
	LARCENY IN PROGRESS	0	0	1	1	0%	0:01:08	0:04:06	0:30:22	0:35:36	0:35:36
	Subtotals for THFT	0	0	16	16	2%	0:05:02	0:04:29	0:30:41	11:36:58	0:37:39
	131B1 VEH COL	0	0	1	1	0%	0:03:45	0:02:53	0:26:31	0:33:09	0:33:09
	131C1 VEH COL SIT UNK	0	0	1	1	0%	0:03:49	0:01:23	0:23:49	0:29:01	0:29:01
	VEH COL	0	1	0	1	0%	0:00:01	0:00:00	0:08:20	0:08:21	0:08:21
	VEH COL PRIV PROP	0	0	1	1	0%	0:00:52	0:03:09	0:10:13	0:14:14	0:14:14
	Subtotals for VCOL	0	1	3	4	1%	0:02:07	0:02:28	0:17:13	1:24:45	0:21:11
	Subtotals for CEPD	0	287	357	644	100%	0:02:58	0:04:07	0:25:17	244:38:25	0:30:11

**Centralia Fire Dept.
August 2019**

Training	Total Hours
Fire	60
EMS	0
Special	0
Maintenance	
Vehicles	3
Buildings	5
Administration	
General	55
Public Relations	33
Fire Calls	
Incident Response	29
EMS	257
Veh. Accidents	8
Weather	0
Total Hours	450

Fire Chief Denny Rusch

573/682-2535 (station)
573/682-1085 (fax)
cityfire@centraliamo.org



114 S Rollins
Centralia MO 65240
573/682-2139 (city hall)

Centralia Fire Department

Fire Calls for August 2019

8/20/19

#2 Parkview Ct.: Oven Fire.

8/20/19

415 W. Singleton St.: Smoke Odor.

8/25/19

210 N. Allen St.: Smoke Odor.

8/30/19

210 N. Allen St. Buildings 25 & 25A: Fire Alarm.

52 EMS Calls.

Fire Chief Denny Rusch

573/682-2535 (station)
573/682-1085 (fax)
cityfire@centraliammo.org



114 S Rollins
Centralia MO 65240
573/682-2139 (city hall)

Centralia Fire Department

Training for August 2019

8/1/19

Building Construction, Truck and Building Maintenance.

8/15/19

Operate Trucks & Check Med Bags.

SIP & SHOP CIDER WALK

DOWNTOWN CENTRALIA

SEPTEMBER 10

6:00-8:00



MERCHANT'S

ANGELL'S WESTERN WEAR

F & L FLEAMARKET

THE GLOSSY GOAT

IN FULL BLOOM

JJ'S CAFE

KINKEAD PHARMACY

KJ'S MASSAGE

SHEK BOUTIQUE

RITCHIES HARDWARE



VENDORS

TIM BILLINGS-PRODUCE

COW PATTY BLOSSOMS

DAVIS APPLE ORCHARD

FRUIT OF THE SPIRIT

HEARTSONG FAMILY FARMS-CHRIS & TAYLOR

WARBRITTON

KREATIVE KREATIONS BY KALLIE

RANDI'S SIGNS

SAVANNAH'S FARM FRESH

THREAD EFFECT

YOUNG LIVING-SHEILA SMITH

YOUNIQUE-DANIELLE ROWAN



**Centralia Park Board
Agenda
Tuesday, August 27, 2019
12:00 P.M.
North Shelter**

- I. Call to Order**
- II. Closed Session***
- III. Reading of Minutes**
- IV. Treasurer's Report**
- V. Recreation Center**
 - a. Memberships-**
 - b. Classes-**
- VI. East Annex**
- VII. Park Report**
- VIII. Pool Report-**
- IX. Golf Course**
- X. Items Which May Arise**
- XI. Adjournment**

***NOTICE OF CLOSED MEETING AND VOTE**

This notice is being given more than twenty-four (24) hours prior to the meeting. A copy hereof shall be posted at the Centralia Recreation Center. At a meeting of the City of Centralia Park Board, to be held Tuesday, August 27, 2019, beginning at 12 o'clock, P.M., in the Conference Room at the Centralia Recreation Center located at 802 West Lakeview St. , Centralia, Missouri, the Park Board may elect to go into closed session and hold a closed vote, and the purposes of such closed session and closed vote shall be hiring, firing, disciplining or promotion of particular employees by a public governmental body when personal information about the employee is discussed or recorded, as provided for under Section 610.021 (2) of the Revised Statutes of Missouri.

Centralia Park Board Meeting Minutes (unapproved)
Tuesday, August 27, 2019
North Shelter House
12:00 PM

Park Board Members Present: Mike Kinkead, Richard Dickerson, Marilyn Dick, Phil Hulen, JoDean Newsted, Harold Beasley, Mandi Barnes, and Bev Reynolds.

Also Present: Erle Bennett-Park Director, Andrea Owens-Secretary.

Meeting was called to order at 12:02 p.m. by Park Board Vice President, Harold Beasley.

The Minutes from July 16, 2019 were approved by consent.

The Treasurer's Report for June 2019 and July 2019 were approved by consent.

Marilyn Dick moved that the Park Board of the City of Centralia, Missouri hold a closed meeting and a closed vote today, and the purposes of such closed session and closed vote shall be for under Section 610.021 (2) of the Revised Statutes of Missouri. Harold Beasley asked that this motion be adopted by roll call vote. Mandi Barnes seconded the motion. The motion passed with the following vote: Voting For: Phil Hulen, Harold Beasley, Richard Dickerson, Marilyn Dick, Mike Kinkead, Mandi Barnes, JoDean Newsted, and Bev Reynolds. Voting Against: None. The session was closed.

During the closed session, Marilyn Dick made a motion with a second from Richard Dickerson to accept the request of Kurt Pemberton to not accept the City Insurance benefits and instead increase pay by \$128 per month for a total savings to the Park Department of \$6,000 a year. Harold Beasley asked that this motion be adopted by roll call vote. Phil Hulen seconded the motion. The motion was passed with the following vote: Voting for: Phil Hulen, Harold Beasley, Richard Dickerson, JoDean Newsted, Mike Kinkead, JoDean Newsted, Marilyn Dick, and Bev Reynolds. Voting Against: None. The motion passed unanimously.

Phil Hulen made a motion with a second from JoDean Newsted to approve the hiring of Brooke VanHulten and Allison Massey as Kids Club Directors at a pay rate of \$14.00 per hour each. Harold Beasley asked that this motion be adopted by roll call vote. Bev Reynolds seconded the motion. The motion passed with the following vote: Voting For: Marilyn Dick, JoDean Newsted, Phil Hulen, Richard Dickerson, Mandi Barnes, Bev Reynolds, Harold Beasley, and Mike Kinkead. Voting Against: None. The motion passed unanimously.

Marilyn Dick made a motion with a second from Bev Reynolds to approve the hiring of Cathleen Lenz as a part time Receptionist at the Recreation Center at a pay rate of \$9.00 per hour. Harold Beasley asked that this motion be adopted by roll call vote. Phil Hulen seconded the motion. The motion was passed with the following vote: Voting for: Phil Hulen, Harold Beasley, Richard Dickerson, JoDean Newsted, Mike Kinkead, JoDean Newsted, Marilyn Dick, and Bev Reynolds. Voting Against: None. The motion passed unanimously.

Mandi Barnes made a motion with a second from Phil Hulen to approve the hiring of Tanner Brandow as a Kid's Club Assistant and part time work at the Golf Course at \$8.00 an hour. Harold Beasley asked that this motion be passed by roll call vote. Mike Kinkead seconded the motion. The motion passed with the following vote: Voting For: Marilyn Dick, JoDean Newsted, Phil Hulen, Richard Dickerson, Mandi Barnes, Bev Reynolds, Harold Beasley, and Mike Kinkead. Voting Against: None. The motion passed unanimously.

There being no further business to discuss, Mike Kinkead made a motion to return to open session. Bev Reynolds seconded the motion. The motion passed with the following vote: Voting For: Harold Beasley, Richard Dickerson, Phil Hulen, JoDean Newsted, Mike Kinkead, Mandi Barnes, Marilyn Dick, and Bev Reynolds. Voting Against: None. The session was opened.

Recreation Center:

It was reported that the Rec Center currently has 2,886 members. Last month the membership was 2,945 and last year the membership was 3,015.

The following is a list of classes that are currently being offered at the Recreation Center:

- ❖ Morning Mix held MWF from 8:30 a.m. to 9:30 a.m. taught by Christyne Robertson.
 - ❖ Seniors in Shape held MWF from 10:00 a.m. to 11:00 a.m. taught by Christyne Robertson.
 - ❖ Evening Aerobics held M-TH from 5:30 p.m. to 6:30 p.m. taught by Christyne Robertson.
 - ❖ Traditional Yoga held T/TH from 8:30 a.m. to 9:30 a.m. taught by Andrea Owens.
 - ❖ Zumba held Thursday nights from 7:30 p.m. to 8:30 p.m. taught by Jayci Gesling.
 - ❖ Body Blast held MW at the East Annex from 4:15 p.m. to 5:00 p.m. taught by Jayci Gesling.
- ❖ The month of September, the M-TH Evening class will be broken up into two different classes: Mon/Wed will be Low Impact Aerobics, and Tues/Thurs will be a Body Bar class, both taught by Christyne Robertson.

Mike Kinkead made a motion with a second from Bev Reynolds to allow the Park Director to trade in the original upright bike for a new model at a cost of \$2,550.00 minus trade in cost, plus permission to purchase additional bike if necessary. Motion passed unanimously.

The Park Director reported that Kids Club is going well—Changes have been made regarding no electronics allowed and more of an Activity based program. Plans are underway to implement a variety of art, exercise, and social interaction based games.

The ALICE training taught by Officer Davenport was completed by the new Kid's Club Directors on Wednesday, August 21, 2019. The Kids Club Directors will demonstrate the safety procedures to the Kids Club participants in September 2019.

Phil Hulen reported that he has an air hockey table to donate to the Rec Center.

East Annex

There were two weddings booked at the East Annex in August and local community groups are renting the building for banquets and activities. People are also beginning to book the building for weddings in 2020.

Jayci Gesling is teaching a Body Blast class on Monday and Wednesdays from 4:15 p.m. to 5:00 p.m. until October 2, 2019.

Youth basketball practices will be held at the East Annex between 5:30 p.m. and 8:00 p.m. during the weekdays this winter.

Park Report

The Dock at the North Pond is complete and will be sealed with polyurethane.

The Park Department will be receiving a check from the Department of Conservation for a grant in the amount of \$6,500.00 for the tables and benches.

A Kiosk sign has been placed by the North Pond for messages and information.

The South field playground has been installed—a drainage tube will be added as well as Kiddie cushion.

Stidham Electric is working on the buttons and electrical issues with the NEOS machine at Bicentennial Park.

The tube slide at the North Shelter playground is damaged at the seam at the top part of slide. The Park Director will research ways to reseal it or replace the slide.

The chains on the handicapped swing at the South Shelter playground are in need of replacement.

Golf Course

The Park Director reported that the Greens Mower is having electrical issues and has been sent to Lawn and Leisure for repair.

Gary Miller will be seeding the Fairways #6, #5, and #3 in the next two weeks.

The Course will be sprayed and aerated before the winter months.

The Glow Golf tournament will be held on Saturday, September 7, 2019 at 8:30 p.m. Forms to sign up are available at the Rec Center and the Golf Course. Forms with money need to be turned into the Golf Course.

The Kiwanis Golf Tournament will be held Saturday, September 14, 2019. To register a team of 4 at \$400, email Darin Ford at dray1006@gmail.com.

The 2 Couples Scramble Golf Tournament will be held Sunday, October 6, 2019 at 9:00 a.m. Cost is \$160, forms available at the Golf Course.

The Park Director reported that the Wednesday night Men's League is going very well with 18-24 teams participating.

Discussion was held regarding the Greens Keeper rebuilding the Fairway mower during the winter months. Discussion was held regarding trading in two pieces of equipment for a newer Greens Mower. To be further discussed at a later date.

Pool

It was reported that the end of the year attendance was 9,400, and last year's total attendance was 10,200.

The P.E. classes in the Centralia School District will be finished using the pool Friday, August 30, 2019.

The pool will be drained and cleaned the first week of September, 2019.

The Park Director reported the step in the pool around the rail and the handicapped ramp are both in need of repair.

The Park Director reported that the pool will need to be painted in 2-3 years.

The Park Director reported that staffing will need to be addressed for next season regarding new shift leaders.

Discussion was held regarding making the Golf Course Pool an extension of the Municipal Pool regarding having the same prices at both pools for admission and pool parties. The Park Director discussed the options of having classes and evening swim lessons at the Golf Course Pool.

The Park Board President reported the vacuum will be fixed with four new wheels from a company in St. Louis at cost of approximately \$50.00.

Items Which May Arise

The Park Director reported the timer on the lights at the Skate Park is in need of repair.

Next regularly scheduled meeting will be held on Tuesday, September 17, 2019 at Noon.

Meeting adjourned at 1:16 p.m. Respectfully submitted, Andrea Owens, Parks and Recreation Dept Secretary.

Centralia Public Library
Meeting Minutes
August 8, 2019

Trustees Present: Angie Taylor, Laurie Grimes, Alan Baca, Larry Dorman, Jim Hollis, Katherine Butrum, and Linda Luke.

Trustees Absent: Rhonda Brandow.

Others in Attendance: Director Amy Hopkins and Catherine Simmons, future Trustee.

President Taylor called the meeting to order at 6:16 p.m.

Public Comments: None.

City Information Report: None.

Minutes: The Minutes from the June 13, 2019 meeting were presented for approval. The vote to approve the June Minutes was tabled until the next meeting due to a lack of a quorum of members present who had attended the June meeting.

The Minutes from the July 11, 2019 meeting were reviewed and no changes were proposed. Trustee Dorman made a motion to approve the July Minutes. Trustee Hollis seconded the motion. All in favor, motion carried.

Treasurer's Report: The July Treasurer's Report was reviewed and discussed. Director Hopkins announced that customers are to pay for any expedited shipping fees for processing passports, according to the state guidelines, which was previously unknown. Trustee Luke made a motion to approve the July Treasurer's Report. Trustee Butrum seconded the motion. All in favor, motion carried.

New Business: During the review of the current fiscal year's operating budget, it was determined that additional funds are needed in Line 19B for the computer technician. After some discussion, Trustee Luke made a motion to transfer \$2,000 from Line 20, Capital Contingency Items, to Line 19B on the budget. Trustee Butrum seconded the motion. All in favor, motion carried.

Director Hopkins is negotiating a new annual contract with Jeff Luedloff, the computer consultant who has performed work for the library for several years, and this time it will automatically renew from year to year in order to avoid having to negotiate and sign a new contract each year.

The circulation report was reviewed and discussed. Many of the categories being tracked are much higher than July of the prior year, and the number of new patrons who joined the library in July was extremely high. The attendance at several recent library functions was very high, including the ice cream social.

Old Business: The library is currently in negotiations with Five Oaks Associates to approve a formal contract for the work to replace the flooring of the library.

The landscaping committee provided an update on the progress made since the last meeting. Delwyn is nearing completion of the removal of the existing landscaping. Trustee Baca recommended Superior Garden Center for the professional landscaping job. Trustee Grimes will contact Superior Garden Center and gardener Jim Lee for the names of any other recommended, experienced landscaping companies and compare pricing and information, and then have the landscaping committee meet with one or more landscapers in the near future in order to hire one to complete the job this year before winter.

Director Hopkins presented quotes from three companies for providing and installing a camera surveillance system inside and outside of the library property. After some discussion, it was decided by the Board that the newer network video recorder (NVR) type of system would be a better choice for the library, and that two outside cameras should be installed instead of just one. Director Hopkins will contact the two companies who offered the NVR type and ask them to update their quote to include a second camera outside at the front door.

The proposed, revised Unattended Child policy was read by the Board, and one small change was proposed by Trustee Grimes. This was the second reading of the policy, and the President called for a vote to approve it, as revised. Trustee Hollis made a motion to approve the revised policy. Trustee Luke seconded the motion. All in favor, motion carried. President Taylor recommended posting the policy in the library and handing it out to new patrons in their information packet.

Director's Report: The Mayor failed to appoint the new Board Member Catherine Simmons at the July City Meeting due to an agenda error, and it is expected that she will be appointed to the Board at the next City meeting on 8/12/2019.

A new part-time circulation staff member was hired, Erin Eastin, who previously worked at the library years ago as a Young Adult librarian.

The annual audit by a CPA firm has started and is expected to be completed in September prior to the next Board meeting.

The library will have a table set up at the Back to School Carnival at Centralia Intermediate School on August 24th in order to promote the library.

Director Hopkins said that the local Boy Scout troop has agreed to assemble and install the new benches for the front of the library as a community service project.

Director Hopkins was interviewed live on 7/30/2019 during the morning show of AM 1340 KXEO radio station in Mexico, Missouri to promote the library, and it went very well.

President's Report: None.

As May Arise: None.

Trustee Hollis motioned to adjourn the meeting; Trustee Baca seconded the motion. All in favor, motion carried. The meeting was adjourned at 7:16 p.m.

The next regularly scheduled meeting will be held on September 12, 2019 at 6:15 p.m. at the Centralia Public Library.

Respectfully submitted,

Laurie Grimes
Secretary



NOTICE OF MEETING

PUBLIC NOTICE IS HEREBY GIVEN THAT A REGULAR
SCHEDULED MEETING OF THE
BOARD OF TRUSTEES

OF THE CITY OF CENTRALIA, MISSOURI
MUNICIPAL LIBRARY DISTRICT

WILL BE HELD AT THE
CENTRALIA PUBLIC LIBRARY READING ROOM

(210 S. Jefferson St., Centralia, Mo)

THURSDAY, September 12th, 2019

AT 6:15 P.M.

AGENDA

Centralia Library

Held at the Centralia Public Library

Board of Trustee Agenda

9/12/19

6:15 p.m.

Welcome

Roll Call

Public comments: Auditor, Luanne Yarnell will present the completed FY2018-19 financial audit.

Approval of June & August Minutes

Treasurer's Report

New Business

Old Business

- A. Landscaping Bids
- B. Security camera updated bids
- C.

Director's Report

President's Report

- A. Community bedtime stories

Closed Session: None

As May Arise

Adjournment

DATED: September 6th, 2019

Angela Taylor
PRESIDENT OF THE BOARD OF
TRUSTEES
OF THE CITY OF CENTRALIA,
MISSOURI
MUNICIPAL LIBRARY DISTRICT

AUGUST, 2019
CITY OF CENTRALIA
MONEY MARKET & U. S. TREASURY NOTES INVESTMENT WORKSHEET

FUND	INT. RATE	BEG. BAL	NEW PURCHASE	MATURED & CASHED	ROLLED OVER ADD <DEDUCT>	ENDING BALANCE
Certificate of Deposit #000591211 Maturity date - January 22, 2019 Distributed as follows:	0.15%					
GENERAL FUND		\$200,000.00				200,000.00
CEMETERY FUND		\$200,000.00				200,000.00
ELECTRIC FUND		\$600,000.00				600,000.00
Total Investment		\$1,000,000.00				1,000,000.00
LIBRARY DEBT SERVICE FUND MONEY MARKET 104-313-7		\$10,933.38				
SUBTOTAL		\$10,933.38	\$0.28	55.43		\$10,989.09
FUND SUBTOTAL		\$10,933.38	\$0.28	\$55.43	\$0.00	10,989.09
TRUST FUND A B CHANCE MEM						
US TREAS NOTE 11/30/19	1.750%	\$79,937.60				\$79,937.60
US TREAS NOTE 2/15/20	1.38%	\$150,628.54				\$150,628.54
FUND SUBTOTAL		\$230,566.14	\$0.00	\$0.00		\$230,566.14
TOTAL		\$1,241,499.52	\$0.28	\$55.43	\$0.00	\$1,241,555.23
					DBLCK	\$1,241,555.23

Interest earned per the Repurchase Agreement on Overnight Funds

Investment Date	Amount Invested	Interest Rate	Interest Earned
07/31/19	\$3,231,000.00	1.2500	\$199.17123
08/01/19	\$3,237,000.00	2.2500	\$199.54110
08/02/19	\$3,210,000.00	2.2800	\$601.54521
08/05/19	\$3,182,000.00	2.2800	\$198.76603
08/06/19	\$3,190,000.00	2.2800	\$199.26575
08/07/19	\$3,273,000.00	2.2800	\$204.45041
08/08/19	\$3,279,000.00	2.2800	\$204.82521
08/09/19	\$3,219,000.00	2.2000	\$582.06576
08/12/19	\$3,315,000.00	2.2000	\$199.80822
08/13/19	\$3,327,000.00	2.2000	\$200.53151
08/14/19	\$3,389,000.00	2.2000	\$204.26849
08/15/19	\$3,464,000.00	2.2000	\$208.78904
08/16/19	\$3,486,000.00	2.1700	\$621.74958
08/19/19	\$3,261,000.00	2.1700	\$193.87315
08/20/19	\$3,281,000.00	2.1700	\$195.06219
08/21/19	\$3,305,000.00	2.1700	\$196.48904
08/22/19	\$3,310,000.00	2.1700	\$196.78630
08/23/19	\$3,234,000.00	2.1100	\$560.85534
08/26/19	\$3,248,000.00	2.1100	\$187.76110
08/27/19	\$3,275,000.00	2.1100	\$189.32192
08/28/19	\$3,287,000.00	2.1100	\$190.01562
08/29/19	\$3,288,000.00	2.1100	\$190.07342

TOTAL EARNED FOR MONTH

\$5,925.02

6117.96 Actual Paid

ACCOUNTS PAYABLE OVER \$1250

September 16, 2019

Arkansas Electric	\$ 4,125.00
Boone County Resource Management (Bldg. Permits - 4268.93 & Recycling - 1731.61)	\$ 6,000.54
Boone Electric Coop (NW/NE/Lift stations)	\$ 2,555.84
Central Concrete	\$ 3,217.83
Dayne's	\$ 30,631.77
Don Brown Chevrolet (2019 Chevy Silverado - Water Dept)	\$ 27,409.00
MFA Oil	\$ 3,045.70
MJMEUC (Prairie State Charges)	
Missouri Dept of Revenue	\$ 13,317.72
MO DNR	\$ 6,429.10
Progressive Landscaping (Cemetery Mowing)	\$ 2,908.69
Williams Keepers (Progressive # 4 Billing /FY19 Audit)	\$ 5,500.00
TOTAL	\$ 105,141.19

GRAND TOTAL	\$ 105,141.19
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From: Robert Bias, Police Chief

To: City Administrator, Mayor & Board of Aldermen

Date: September 1, 2019

RE: Police Chief's Monthly Report

- Participated in the General Government and Public Safety Committee Meeting on 8/12
- Participated in the Board of Aldermen meeting on 8/19
- Follow up with Alarm Communications ref. electronic locks 8/7,8/26
- Checked and disseminated reports 8/1,8/5,8/6,8/13,8/14,8/16,8/20,8/22,8/26
- Participated in Supervisors meetings 8/7,8/14,8/21,8/28
- Installed new front door on P.D. 8/8
- Held patrol meeting 8/15
- Met with Dr. Chancellor, discussing school safety issues. 8/27
- Met with Chad Martin, Boone County Emergency Management ref. storm sirens 8/29

This list is not all encompassing as there have been several days of follow ups and case investigations that are continuing. This has been an extremely busy month !

CITY OF CENTRALIA, MISSOURI

PURCHASING POLICY



Approved by the Board of Aldermen

_____, 2019

Resolution Number 2019-____

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SECTION I - DEFINITIONS

The following are definitions of words, terms, and phrases used in this Purchasing Policy:

1.1 CONSTRUCTION

The process of building, altering, repairing, improving, or demolishing any public infrastructure facility, including any public structure, public building, or other public improvements, of any kind to real property. It does not mean the routine operation, routine repair, or routine maintenance of any existing public infrastructure facility, including structures, buildings, or real property.

1.2 CONTRACT

All types of agreements, regardless of what they may be called, for the procurement or disposal of supplies, services, or construction.

1.3 FMS

The City's Financial Management System.

1.4 INVITATION TO BID

All documents, whether attached or incorporated by reference, utilized for soliciting bids.

1.5 MINOR INFORMALITY

A mistake, excluding judgmental errors that have negligible material effect on price, quantity, delivery or contractual terms and waiver or correction of such mistake does not prejudice other bidders.

1.6 PROFESSIONAL SERVICES

Those services requiring specialized knowledge, education or skill and where the qualifications of the person(s) rendering the services are of primary importance. Professional services shall include but not be limited to appraisers, land surveyors, attorneys, architects, engineers, psychologists, physicians, health practitioners, auditors, systems and software analysts and professional consultants.

1.7 PUBLIC NOTICE

The distribution or dissemination of information to interested and relevant parties using various methods which are reasonably available. Such methods may include publication in newspapers of general circulation, electronic or paper mailing lists, and web sites designated and maintained for that purpose.

1.8 CITY ADMINISTRATOR

A position appointed by the Board of Aldermen to manage all purchasing functions of the City and to ensure that the City's current policy meets the requirements and objectives of commonly accepted purchasing practices.

1.9 REQUEST FOR PROPOSALS

All documents, whether attached or incorporated by reference, utilized for soliciting proposals.

1.10 RESPONSIBLE BIDDER

A person who has the capability in all respects to perform fully the contract requirements, and the integrity and reliability that will assure good faith performance.

1.11 RESPONSIVE BIDDER

A person who has submitted a bid that conforms in all material respects to the invitation to bid.

1.12 SERVICES

The furnishing of labor, time, or effort by a contractor, not involving the delivery of a specific end product other than reports or drawings.

1.13 SPECIFICATION

Any description of the physical or functional characteristics, or of the nature of a supply, service, or construction item. It may include a description of any requirement for inspecting, testing, or preparing a supply, service, or construction item for delivery.

1.14 SUPPLIES

All property, including but not limited to commodities, equipment, materials, printing, insurance, and leases of real property, excluding land or a permanent interest in land.

1.15 SURPLUS SUPPLIES

Any supplies other than expendable supplies no longer having any use to the City. This includes obsolete supplies, scrap materials, and nonexpendable supplies that have completed their useful life cycle.

1.16 WRITTEN OR IN WRITING

The product of any method of forming characters on paper, other materials, or viewable screens that can be read, retrieved, and reproduced, including information that is electronically transmitted and stored.

SECTION II - GUIDELINES

This policy sets forth the procurement policies and procedures recommended by the Board of Aldermen and established by the City Administrator. If these policies are adhered to, the City is expected to receive the maximum value for each public dollar spent.

2.1 BASIC GOALS

The basic goals of the City's procurement program are:

- A. To comply with the legal requirements of public purchasing.
- B. To assure vendors that impartial and equal treatment will be afforded all who wish to do business with the City.
- C. To receive maximum value for each public dollar spent.
- D. To provide City departments needed supplies and services at the time and place needed in the proper quantity and quality.
- E. To purchase only supplies and services for which funds have been approved and not previously encumbered.

If the procedures and guidelines established in this policy are followed, each department will efficiently manage, control, and plan their available resources to meet present and future departmental needs and help the City meet these goals. These general guidelines should be adhered to by all departments in the procurement of supplies and services.

2.2 PLANNING

Planning for purchases should be done on both a short term and a long-term basis. Small orders and last-minute purchases should be minimized, increasing the opportunity for the City, as well as each department, to purchase in larger quantities in order to obtain the maximum discounts possible. Planning will also reduce the number of trips required to obtain materials and minimize the amount of staff time spent on documenting purchases. Procurement begins with the preparation of the Capital Improvement Plan and the Annual Budget.

2.3 UNBUDGETED PURCHASES

Department Heads contemplating a purchase of supplies or services that will cause a category (e.g. "Supplies or Contractual Services") to exceed the authorized budget must obtain prior approval of the Assistant City Administrator. An equal decrease in another category should offset the increase to prevent the department/division from exceeding its authorized budget. Any purchase of supplies or services that will cause a department/division to exceed its authorized budget must obtain prior approval of the

City Administrator. Unbudgeted expenditures should be the exception rather than the norm; and every effort should be made to offset any unbudgeted purchase with a commensurate decrease in another category.

2.4 BUYING PROPER QUALITY

Quality and service are just as important as price and it is the responsibility of the requisitioning department to secure the best quality for the purpose intended. Quality buying is the buying of supplies or services that will meet but not exceed the requirements for which they are intended. In some instances, the primary consideration is durability. With other purchases, it may be a question of immediate availability, ease of installation, frequency of repair, or efficiency of operation that must be given primary consideration. In the case of motor vehicles and other capital expenditures, departments may want to investigate life cycle costs or EPA mileage ratings to compare bids as opposed to utilizing price as the sole criterion for determining the lowest responsible bidder. It is the responsibility of each Department Head to become familiar enough with available equipment to determine the appropriate quality required when developing specifications.

2.5 BRIBERY

Bribery, in any form, represents malfeasance in office and means that public funds are being mismanaged. Bribery by vendors in order to secure favorable consideration is seldom attempted. Vendors may attempt to secure favoritism by offering gifts or providing entertainment to City officials. Attempts to influence decisions regarding the expenditures of public funds may be directed towards any employee who has influence over the selection of vendors. The penalty for accepting a bribe will be immediate disciplinary action and may include termination.

2.6 SALES TAX

The City is exempt from most local and state sales taxes or federal excise taxes. The Accounts Payable Clerk will provide the necessary exemption documents to any vendor upon request.

2.7 PUBLIC ACCESS

All specifications, bid documents, purchase orders, and supporting documents that are not closed records under federal law, the Missouri Sunshine Law or City Code of Laws and practice will be made available to citizens, vendors, or the media, upon request. The foregoing notwithstanding, in the case of sealed proposals or bids, only the offeror's name shall be public and other information in the proposal or bid shall not be open for public inspection until after a contract has been awarded.

2.8 ENDORSEMENTS

It is the policy not to endorse or in any way permit an employee's name or position, or the City's name to be used and advertised as supporting a product or vendor without the expressed approval of the Board of Aldermen.

2.9 PERSONAL PURCHASES

Personal purchases for employees by the City generally are prohibited. City employees are prohibited from using the City's name or the employee's position to obtain special discounts, warranties, tax-exempt status or other considerations in personal purchases. Use of the City's line of credit or purchasing card for personal items is also prohibited.

2.10 LOCAL BUYING

It is the desire of the City to purchase from Centralia vendors whenever such purchase is consistent with this manual. This can be accomplished by ensuring that local vendors who have supplies or services that are needed by the City are included in the competitive procurement process that will precede most purchases. The City has a responsibility to its residents, however, to ensure that the maximum value is obtained for each public dollar spent. It is assumed that local vendors who wish to do business with the City will offer the lowest possible price for the item being purchased. All vendors doing business with the City must obtain a current occupational license.

2.11 PURCHASE OF AMERICAN PRODUCTS

It is the policy of the City to encourage the purchase of products manufactured, assembled or produced in the United States if the quality and price are comparable with other supplies and such purchase is otherwise consistent with this manual. On purchases in excess of \$2,500, Department Heads should give preference to the purchase of American products over foreign products of comparable quality and price. Requests for Quotations and Specifications will be used to inform bidders of the policy and to ascertain whether the item proposed to be purchased is a product of the United States.

2.12 CONFLICTS OF INTEREST

(City of Centralia Code, Article 2, Division 2 – Conflicts of Interest)

A. Definitions - The terms used in this section are defined as follows:

1. Official or employee - Any person elected or appointed to, or employed or retained by, any public body of the City of Centralia, whether paid or unpaid and whether part-time or full-time.
2. Public body - Any agency, board, body, commission, committee, department or office of the City.
3. Financial interest - Any interest of an official or employee in another person or entity if:
 - (a) The interest is ownership of ten (10) percent or more of the voting stock, shares or equity of the entity or ownership of five thousand dollars (\$5,000.00) of the equity or market value of the entity; or (ii) funds received by the official or employee from the other person or entity either during the previous twelve (12) months or the previous calendar

year equal or exceeds five thousand dollars (\$5,000.00) in salary, bonuses, commissions or professional fees or twenty thousand dollars (\$20,000.00) in payment for goods, products or nonprofessional services, or ten (10) percent of the official or employee's gross income during that period, whichever is less; or (iii) the official or employee serves as a corporate officer or member of the board of directors or other governing board of the for-profit entity, other than a corporate entity owned or created by the board of aldermen; or (iv) the official or employee is a creditor, debtor, or guarantor of the other person or entity in an amount of five thousand dollars (\$5,000.00) or more.

(b) Financial interest - Includes any interest in real property which is an equitable or legal ownership with a market value of five thousand dollars (\$5,000.00) or more.

4. Personal interest - Any interest arising from blood or marriage relationships or from close business or political association whether or not any financial interest is involved.

B. Conflict of interest - Any official or employee who, either on his own behalf or on the behalf of any other person, knows or has reason to know of any financial or personal interest in any business or transaction with any public body shall make full public disclosure of the nature and extent of such financial or personal interest. The disclosure shall be made in writing to the City Clerk at the time the conflict occurs and during the month of January every year thereafter while such affected financial or personal interest continues. The information on the disclosure, except for any valuation attributed to the reported interest, shall be made available by the City Clerk to any citizen of this state for inspection, provided, however, the valuation shall be confidential.

C. Disqualification - Whenever the performance of official duties shall require any official or employee to deliberate and vote on any matter involving a financial or personal interest, said official or employee shall publicly disclose the nature and extent of such interest on the record of the public body involved, and such official or employee shall disqualify himself from participating in the deliberation as well as in the voting.

D. Bidding - No contract or purchase involving services or property in a value in excess of one thousand dollars (\$1,000.00) shall be made with or from any person or business entity in which any official or employee of the City has a financial or personal interest unless the contract or purchase is made after public notice and competitive bidding.

2.13 BUSINESS LICENSE

(City of Centralia Code of Laws, Section 13-2)

A. In general, most businesses doing business in Centralia require a business

license which includes the following:

1. Selling goods or services.
- B. Utilizing any vehicle or premises in the City for the purpose of such business or occupation.
- C. Certain types of businesses are exempt and do not require business licenses as follows:
 4. No person following for a livelihood the profession or calling of minister of the gospel teacher, professor in college, priest, lawyer, certified public accountant, chiropractor, optometrist, chiropodist, physician or surgeon, veterinarian, architect, professional engineer, or land surveyor in this state shall be taxed or made liable to pay such license tax.
 5. No person following for a livelihood the profession of auctioneer or real estate broker or salesman shall be taxed or made liable to pay such license tax for the privilege of following or carrying on his or her profession in the City unless that person maintains a business office within the City.
 6. No farmer or producer or any person in the employ of such farmer or producer in the City shall be liable for any license fee or tax for the privilege of selling from his, her, or their wagon, cart, or vehicle and produce raised by such farmer or producer.
 7. Banks or savings and loan associations shall not be required to obtain a business license.
 8. Government agencies shall not be required to obtain a business license.
 9. Public utility companies shall not be required to obtain a business license.
 10. Online or catalog sales if the business is not located in the City as long as the sale takes place at the vendor's place of business and the merchandise is either picked up or delivered is not required to obtain a business license.
 11. Training or other services as long these services take place outside of the City is not required to obtain a business license.

2.14 PAYMENTS

The vendor should issue an original invoice for the purchase of all goods and services which shall be given to the proper Department Head, who will then create a purchase order with the following information: vendor name, invoice number, description of goods and/or services, the general ledger account number. All invoices must be approved in accordance with Section III of this Purchasing Policy and will be processed and paid within 30 days if reasonably possible.

SECTION III - PURCHASING PROCEDURES

The Board of Aldermen has established policies regulating the degree of formality to be followed in the purchase of supplies and services, depending on the cost of the items to be purchased. The splitting of purchases into smaller orders to avoid these requirements is prohibited.

3.1 PURCHASE ORDERS

The City's purchase order system is administered in triplicate on paper. The purchase order form (**Appendix A**) must be completed by entering the necessary information onto the form and be approved by various levels of management under the procedures established in this policy.

A purchase order is a contract between the City and a vendor. The contract is not binding until the vendor accepts it. The City will not recognize the issuance of purchase orders by unauthorized individuals and payment of these obligations will not be approved. Unauthorized purchases will be treated as violations of City policy subject to disciplinary action, including possible termination.

Purchase orders are required for most purchases. Departments are responsible for initiating the purchase order process and verifying that a purchase order request has been budgeted. Each department is responsible for submitting their purchase order to either the City Administrator or Director of Public Works & Utilities. All documentation including bidding procedures, bid tabulation sheet(s), and Board of Aldermen approval (if applicable) must be attached electronically to each purchase order. All purchase order numbers are preprinted on the purchase order form.

The following payments regardless of the amount are excluded from the purchase order requirement:

- A. Utilities (Gas, Electric, Cable, Telephone, Trash, Wireless)
- B. Insurance Premiums
- C. Dues, Memberships and Subscriptions
- D. Purchase Card Payments
- E. Payments for Legal Expenses
- F. Recurring Payments for Information Technology
- G. Refunds and Reimbursements
- H. Fleet Maintenance
- I. Detention Services
- J. Animal Shelter Services
- K. Abatement Services
- L. Tax Increment Financing (TIF) Developer Payments
- M. Payments Directed by the Court
- N. Debt Service Payments
- O. Non-Expense Payments (primarily liability accounts)
- P. Other Payments approved by the City Administrator (Must be in Writing)

3.2 PURCHASES UNDER \$1,000

For purchases under \$1,000, no purchase order is required, and the most advantageous method of purchasing should be used. Department Heads should designate employees who will be allowed to make purchases and provide internal control procedures to ensure that all purchases are for legitimate public purposes, that monthly statements from vendors are reconciled, and that all purchases are accounted for. It is the responsibility of each Department Head to ensure internal control over this process in their department. Once procedures are in place, Department Heads are **NOT** required to approve individual purchases.

3.3 PURCHASES FROM \$1,000 TO \$2,499

For purchases between \$1,000 and \$2,499, no purchase order is required and the most advantageous method of purchasing should be used. It is the responsibility of each Department Head to ensure control over this process. Department Heads **MUST** approve these purchases and provide internal control procedures to ensure that all purchases are for legitimate public purposes, that monthly statements from vendors are reconciled, and that all purchases are accounted for.

3.4 PURCHASES FROM \$2,500 TO \$9,999

For purchases from \$2,500 to \$9,999, purchase orders are required and a minimum of three informal written bids should be obtained (**Appendix B**). The bid tabulation form must be signed by the Department Head and the City Administrator or Director of Public Works & Public Utilities. The department making the purchase is required to obtain the bids. If a Department Head is unable to secure three informal written bids, a notation explaining why less than three qualified vendors were available should be made on the form, and forwarded to the City Administrator or Director of Public Works & Public Utilities for approval.

3.5 PURCHASES FROM \$10,000 TO \$19,999

For purchases from \$10,000 to \$19,999, a minimum of three formal written bids should be obtained. All requirements for the competitive sealed bidding process must be met including the preparation of detailed specifications which are clear, concise and accurate. Formal written bids must be advertised in the Centralia Fireside Guard and be placed on the City's website for prospective bidders to review.

The City Clerk oversees the opening of all sealed bids publicly. The Department Head reviews all bids received and prepares a Formal Bid Tabulation Approval Form (**Appendix C**) to the City Administrator or Director of Public Works & Public Utilities with the recommendation for award of the bid. The recommendation to award a contract will normally be made to the low bidder meeting specifications. However, there may be instances when the low bid meeting specifications is not from a responsible bidder. When such a situation arises, it is incumbent upon the Department Head to document the reasons why the low bidder should be disqualified. These reasons may include unsatisfactory past performance or lack of capacity to complete the work. The bid tabulation form must be signed by the Department Head and City Administrator or Director of Public Works & Public Utilities.

3.6 PURCHASES OF \$20,000 AND GREATER

For purchases of \$20,000 and greater, the same basic purchasing guidelines are utilized as purchases between \$10,000 and \$20,000 (See Section 3.5 above). However, before a purchase order can be authorized and generated, the purchase must be formally approved by the City's Board of Aldermen during a public Board of Aldermen meeting.

3.7 FORMAL BIDDING PROCEDURES

The following procedures must be adhered to in relation to all written sealed bids:

- A. All public notices and invitations to bid must state the time and place for opening.
- B. All bids must be submitted sealed to the City official designated in the invitation to bid and identified as a "bid" on the envelope.
- C. All sealed bids must be opened in public in the presence of one or more witnesses at the time and place specified in the public notice.
- D. A tabulation of all bids received as well as each bid must be made available in the City hall for public inspection.
- E. The City Administrator or Director of Public Works & Public Utilities has the authority to reject any and all bids or any part of any bid and may re-advertise or re-solicit bids whenever it is deemed to be in the best interest of the City. Invitations to bid will state this policy.
- F. A written request for the withdrawal of a bid, or any part thereof, will be granted if the contact person for the bid submission receives the request prior to the specified time bids are due. Bids, amendments to bids, or requests for withdrawal of bids received after a bid opening has commenced shall not be considered.

3.8 DETERMINING THE LOWEST RESPONSIBLE AND RESPONSIVE BIDDER

It is the responsibility of the Department Head making the purchase to review and investigate all bids received and to make a report to the City Administrator or Director of Public Works & Public Utilities regarding the lowest responsible and responsive bidder for the entire contract or for any part thereof. The City reserves the right to waive minor informalities in determining the lowest responsible and responsive bidder.

In determining the lowest responsible and responsive bidder, the City will consider the following:

- A. Conformity to the specifications contained in the invitation to bid.
- B. The ability, capacity and skill of the bidder to perform the contract or provide the services required.
- C. Whether the bidder can perform the contract to provide the services promptly

or within required time periods without delay or interference.

- D. The quality of performance of previous contracts or services.
- E. The previous and existing compliance by the bidder with laws and ordinances of the City and the state.
- F. The financial resources and the ability of the bidder to perform the contract or provide the service.
- G. The quality, availability, and adaptability of the supplies or services.
- H. Life cycle costs.

3.9 UNREASONABLE OR UNACCEPTABLE BIDS

When bids are received that are unreasonable or unacceptable as to the terms and conditions, noncompetitive, or the low bid exceeds available funds and it is determined in writing by the City Administrator or Director of Public Works & Public Utilities that time or other circumstances will not permit the delay required to again solicit competitive bids, a contract may be negotiated pursuant to the policy. In such a circumstance, the City Administrator or Director of Public Works & Public Utilities or Department Head shall have the discretion to discuss modifications with the bidders that would bring the price down to the level of available funds or to determine unilaterally what such modifications should be, provided that, if modifications are made, each responsible and responsive bidder who submitted an initial bid under the original solicitation is notified of the determination and is given opportunity to modify their bid and submit a best and final bid. If no modifications are made, or in cases where the best and final bids received are noncompetitive or the low bid still exceeds available funds, the City Administrator or Director of Public Works & Public Utilities or Department Head may negotiate with the lowest responsive and responsible bidder to secure the best price possible, which shall in all cases be lower than the lowest rejected bid of any responsible and responsive bidder under the original solicitation.

3.10 BLANKET PURCHASE ORDERS

Blanket Purchase Orders allow for periodic draw down payments and should be utilized for the purchase of all goods and services which meets the purchase order requirements (See Section 3.1 above) and meets one of the following additional criteria:

- A. Requires periodic payments per the terms of the contract over a period of time such as maintenance contracts and lease agreements; or
- B. Requires periodic payments for progress billings over a period of time such as construction projects.

SECTION IV - SPECIAL PROCUREMENT PROCEDURES

Occasionally, the City may need to purchase supplies or services under circumstances that do not clearly fit the City's procurement process or for which normal competitive shopping procedures do not apply. The following guidelines are provided regarding such purchases.

4.1 SOLE SOURCE/EXCLUSIVE SUPPLIER

In the event that there is only one vendor capable of providing a particular supply, material, equipment, or service, the competitive shopping procedures outlined in this manual may be waived by the City Administrator or City Administrator or Director of Public Works & Public Utilities.

Whenever a Department Head determines that supplies or services must be purchased from a "sole source vendor" a memorandum must be written to the City Administrator or Director of Public Works & Public Utilities providing documentation as to why only one company or individual is capable of providing the supplies or services required. The memorandum should be attached to the purchase order. The City Administrator or Director of Public Works & Public Utilities must approve all sole source purchases over \$2,500.

The following items are likely to be purchased from a sole source provider:

- A. Interface upgrades, add-on parts and components to existing, City owned equipment that requires total compatibility assurance; license renewals for City owned software, and repair and maintenance for City owned equipment and software for which it is technologically and cost effective to procure from the original seller or manufacturer.
- B. Materials for resale in City concession operations that are purchased in response to customer demands.
- C. Specialized computer software for network applications that have been technically reviewed, tested and justified by the City Administrator, and annual software upgrades.
- D. Certain professional services, as determined by the head of the using department or the City Administrator.

4.2 COOPERATIVE PROCUREMENT PROGRAMS

Departments are encouraged to use cooperative purchasing programs, including those sponsored by the State of Missouri or Mid-America Regional Council (MARC). Cooperative purchasing can prove advantageous to the City both by relieving departments of the paperwork necessary to document the purchase and by taking advantage of quantity purchases. Purchases made through these programs have met the requirements of competitive shopping and require no further documentation. Department Heads are encouraged to check with the state or MARC regarding

cooperative procurement contracts in effect prior to making any large purchase.

4.3 EMERGENCY PURCHASES

The bid procedures outlined in this manual may be waived under emergency conditions when a delay may threaten the basic mission of a department. True emergencies are rare. Occasionally equipment will require emergency repairs or other circumstances will necessitate purchasing that cannot await compliance with these regulations. Department Heads faced with unbudgeted emergency purchase are to notify the City Administrator as quickly as possible. Most emergency purchases will be unbudgeted. Department Heads faced with this situation should follow **Section 2.3** of this document as soon as possible.

4.4 BLANKET PURCHASE CONTRACTS

Blanket purchase contracts are for long term contracts for supplies or services awarded after receiving competitive bids. The contract remains open for a period of up to two years to purchase the supplies or services specified on an "as needed" basis. Examples of where these types of contracts would be appropriate are emergency plumbing services, construction materials such as rock, trees, and other landscaping materials, automotive supplies, hardware, and office supplies. These items are ones that are frequently or routinely used by the City and for which the initiation of competitive shopping each time the supplies or services are required would be cumbersome and inefficient.

4.5 PROFESSIONAL SERVICES

The City Administrator is authorized to approve contracts for professional services under \$20,000. For contracts of \$20,000 and greater, Board of Aldermen approval is required. A memorandum setting forth a Department Head's recommendation must accompany a purchase order for such services. Refer to **Section 5.3** for additional guidelines on contracts for professional services.

4.6 PURCHASE OF USED OR DEMO EQUIPMENT

New equipment is preferred over used equipment. However, there are situations where the purchase of used equipment should be considered. These include:

- A. When price is of prime importance and the difference in cost between new and used equipment is significant.
- B. Where equipment will be used infrequently, for a limited time, for training, or for auxiliary operations.
- C. When faster delivery is essential.

The purchase of used equipment requires careful shopping and the requisitioning department should make every effort to secure a minimum warranty or guarantee that the equipment will perform as needed and that service or replacement parts are reasonably available.

4.7 CITY PURCHASING CARDS

City purchasing cards have been issued to expedite the purchase of items from vendors saving staff time, decreasing paperwork, and eliminating a large percentage of checks drafted and mailed. A City Purchasing Card Agreement (**Appendix D**) must be submitted, and approved in order for an employee to receive a P-Card. This process generally takes ten business days after submission to the Accounts Payable Clerk.

Most employee strategy limits are set at \$500 per transaction, \$2,500 per billing cycle, and do not include travel. Any permanent deviations from these amounts must be approved by the City Administrator. Temporary adjustments to an employee's strategy must be approved by the employee's Department Head. This approval must be communicated in writing to the Accounts Payable Clerk. Each communication should be very specific as to the purpose, increased amount, and time period of the temporary strategy change.

Each Employee must submit all original p-card receipts to his/her respective department administrative assistant for documentation purposes and electronic entry into the credit card system. If the original receipt has been lost or destroyed it is the employee's responsibility to obtain and provide proof of purchase. If proof of purchase cannot be obtained within a reasonable time, it will become the employee's responsibility to make restitution for the purchase.

An expense report will then be generated that must be signed by each Employee. After all monthly p-card purchases are approved by the Department Head, each department must submit their monthly p-card transactions with department control statement to the Accounts Payable Clerk by the 15th of each month for further review and approval.

4.8 CHANGE ORDERS

Change Orders are amendments to contracts for the purchase of supplies or services that are made after the contract has been awarded. Change Orders result from the discovery of unforeseen situations. Change Orders may not be used to avoid the City's competitive bidding process, or to materially alter the purpose of the original bid or contract. Change orders which increase the total purchase price of any product or service by 10% or more must be approved in accordance with Section III of this document.

4.9 GREEN PROCUREMENT

Preference in procurement will be given to green products and services, however, all factors including, but not limited to, quality, level of service, price, and budget shall be considered.

A green product is one that is less harmful than the alternative, having characteristics including, but not limited to, the following:

- A. Recyclable-local facilities exist that are capable of recycling the product at the end of its useful life.
- B. Biodegradable - will not take a long time to decompose in landfill.
- C. Contain recycled material (post-consumer recycled content).
- D. Minimal packaging and/or for which there will be take-back by the manufacturer/ supplier of packaging.
- E. Reusable or contain reusable parts.
- F. Minimal content and use of toxic substances in production.
- G. Produce fewer and/or less polluting by-products during manufacture, distribution, use and/or disposal.
- H. Produce the minimal amount of toxic substances during use or at disposal.
- I. Make efficient use of resources-a product that uses energy, fuel or water more efficiently or that uses less paper, ink or other resources.
- J. Durable-having a long economically useful life and/or can be economically repaired or upgraded.

Where available and cost effective, green products and services that are of equal or better performance and quality should be considered. In determining cost effectiveness, a department should give consideration to the cost and benefits that accrue, in the shorter and longer term, to the City of Centralia.

4.10 REVOLVING CITY CHARGE ACCOUNTS

As a general practice, revolving City charge accounts are considered unnecessary and should not be opened up on behalf of the City. Thus, all such accounts must be justified and approved by the City Administrator. If authorized, the requesting department is responsible for establishing internal controls on the appropriate use of the charge account and the monthly account reconciliation. In most situations, a City issued purchasing card should be utilized for making such purchases.

4.11 WIRELESS PHONE REIMBURSEMENT

Per City Policy No. 26, Resolution R-18-11, supervisors and employees who are subject to call-outs that are required to be on-call for emergencies and are not assigned a mobile phone by the City (e.g. the Streets/Sanitation, Water/Sewer, Electric, Police and Fire Departments). This policy establishes that a monthly reimbursement may be paid for maintaining a personal mobile phone on which the supervisor is willing to take emergency calls outside of standard business hours, and occasionally during regular business hours when the City owned radio is not convenient.

Eligible Employees: Employees of the City of Centralia, Missouri who have supervisory roles and who are subject to call in for each evening in which they are the primary responder for service calls are eligible for the mobile phone reimbursement if they follow the protocol described below.

Verification: Said employees shall submit at least one page of their monthly personal mobile phone bill for each month for which they want to be reimbursed. The information submitted shall verify that the personal mobile phone number that the employee has directed the City to call for City business is listed on the bill and that the amount of the bill for that phone line (which

may include expenses for text message service) equals or exceeds the approved amount for reimbursement.

Reimbursement amount: The maximum amount authorized for reimbursement is \$40.00 per month for foreman, Fire Chief, Police Chief and Director of Public Works & Utilities, and City Clerk.

The maximum amount authorized for reimbursement is \$20.00 per month for employees of the Electric, Water & Sewer, Street Sanitations Depts., Police Lieutenant and Fire Assistant Chief.

Availability: Said employees that are eligible for this reimbursement are required to be available by their personal mobile phone most of the time with the exception of when they are on vacation, floating holiday or on an extended leave under the Family Medical Leave Act or leave covered by Workers' Compensation insurance.

Each employee is responsible for submitting a copy of the verification as outlined above in order to receive the reimbursement. Verification for reimbursement may be submitted on a monthly or annual basis. If submitting verification for reimbursement on an annual basis, a statement from each month will be required.

SECTION V - CONTRACTS

5.1 GENERAL PROCEDURE

To the maximum extent possible, procurement of materials and services are obtained by the issuance of a purchase order. By definition, a purchase order is one form of a contract. Refer to **Section 3.1** for additional information on Purchase Orders. However, in many instances, including but not limited to contracts for public works and professional services, a purchase order alone is not sufficient. If in doubt, consult with the City's legal counsel.

A. Purpose - To establish the general structure and contents of contracts.
This applies to most contracts entered into by the City.

B. Terms and Conditions

1. General

- a. Name of contracting parties.
- b. Name individuals.
- c. Compensation and terms of payment.
- d. Responsibility of City.
- e. Termination of contract.
- f. Assignability.
- g. Insurance.
- h. Errors or deficiencies.
 - 1. Completeness of contract.
- J. Legal requirements.
- k. Acceptance.
 - 1. Responsibility of other party.
- m. Worker eligibility requirements pursuant to RSMo Sec. 285.530. When awarding a contract in excess of \$5,000, the City must make it a condition of the award that the successful bidder shall swear in an affidavit that: a) it is enrolled in a federal work authorization program with respect to the employees working in connection with the contracted services, and b) it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. In order to comply with the statute, all departments should add those conditions to their bidding documents. Failure to comply with this requirement shall result in disqualification of the vendor's bid.
- n. Per RSMO Sec 34.353, each contract for the purchase or lease of manufactured goods or commodities by the City, and each contract made by the City for construction, alteration, repair, or maintenance of any public works shall contain a provision that any manufactured goods or commodities used or supplied in the performance of that contract or any subcontract thereto shall be manufactured or produced in the United States. This section shall not apply where the purchase, lease, or

contract involves an expenditure of less than twenty-five thousand dollars. This section shall not apply when only one line of a particular good or product is manufactured or produced in the United States. This section shall not apply where the executive head of the public agency certifies in writing that:

- (1) The specified products are not manufactured or produced in the United States in sufficient quantities to meet the agency's requirements or cannot be manufactured or produced in the United States within the necessary time in sufficient quantities to meet the agency's requirements.
 - (2) Obtaining the specified products manufactured or produced in the United States would increase the cost of the contract by more than ten percent.
- o. Per RSMO Sec 71.140, every commission, board, committee, officer or other body of the City shall purchase and use only those materials, products, supplies, provisions and other needed articles produced, manufactured, compounded, made or grown within the state of Missouri, when they are found in marketable quantities in the state and are of a quality suited to the purpose intended and can be secured without additional cost over foreign products or products of other states, provided, however, that quality and fitness of articles shall be considered in purchasing or letting contracts for articles herein mentioned.

2. Construction

- a. Specifications.
- b. Drawings.
- c. Warranty.
- d. Permits.
- e. Inspections.
- f. Subcontractors.
- g. Performance, payment and maintenance bonds.
- h. Liquidated damages.
 1. Patent and copy-write indemnification.
- J. Engineering charges.
- k. Affidavit of non-collusion.
- I. Safety responsibility to public.
- m. Control of work and materials.
- n. Lien waivers.
- o. OSHA training requirements.
- p. Other contract terms as may be required by state or federal law.

3. Lease Agreements

- a. Lease and lessor identification.
- b. Property or equipment descriptions and identification.
- c. Purchase or option renewal.
- d. Delivery, maintenance and other special charges.
- e. Relocation or modification of property and equipment.
- f. Conditions or restrictions to use.
- g. Period of Performance.

4. Maintenance or Repairs

- a. Equipment descriptions and identification.
- b. Scope of work.
- c. Period of performance.
- d. Responsibility of supplier.
- e. Notice and response to notice.

5. Sub-contracts

- a. City must approve all sub-contractors if seeking reimbursement via federal funds.

C. Essential Elements

1. Legal Requirements

- a. Federal law, State of Missouri statutes, or City of Centralia Ordinances.
- b. Ethical and/or business standards of practice.
- c. Interstate Commerce Commission regulations.
- d. Federal Trade Commission regulations.

2. Insurance Requirements

- a. Bodily injury \$1,000,000 per person, \$1,000,000 per occurrence.
- b. Property damage \$1,000,000 per occurrence, \$1,000,000 aggregate
- c. Worker's compensation - \$500,000 per person, \$500,000 per Accident.
- d. Auto liability - bodily injury same as above, property damage \$50,000 per occurrence.
- e. Personal injury \$2,000,000 per person, \$2,000,000 per occurrence

5.2 CONSTRUCTION CONTRACTS

- A. Authorization - The Public Works Director shall be responsible for coordinating the procedures for formal bidding or negotiated proposals (including the obtaining of professional services) involving the creation or improvements to City infrastructure.
 - 1. This does include the obtaining of rights-of-way for these projects.
 - 2. This does not include the construction of new buildings or the addition to existing buildings.
- B. Consultation - Coordination with the Public Works director shall be required for the development of specifications, the selection of outside professional services, and the inspection of the progress of the actual projects for new buildings and improvements or additions to existing buildings and additions to land owned by the City.
- C. Available Funds - If the low responsive and responsible bid for a construction project exceeds available funds as certified by the City Treasurer, and such bid does not exceed such funds by more than ten percent, the public Works Director is authorized, when time or economic considerations preclude re-solicitation of work of a reduced scope, to negotiate an adjustment of the bid price. The negotiation shall be only with the low responsive and responsible bidder, in order to bring the bid within the amount of available funds. Any such negotiated adjustment shall be based only upon eliminating or reducing the cost of independent deductive items specified in the invitation for bids.
- D. It is the policy of the City to take advantage of its tax-exempt status by authorizing contractors to purchase construction materials for public works projects utilizing the City's tax exemption. Bid specifications shall include clear instructions regarding the manner in which the City will authorize vendors to purchase construction materials.
- E. It is the policy of the State of Missouri that all contracts for construction projects undertaken by political subdivisions of the state require that all tradespersons employed by contractors and subcontractors be paid the prevailing wage for that trade, as determined by the Missouri Department of Labor. All Invitations to Bid on construction projects must include this requirement.

5.3 CONTRACTS FOR PROFESSIONAL SERVICES

- A. Purpose - These guidelines are established in order to provide assistance to City officials in selecting and contracting for professional services. The primary objective is to select the person and/or the firm with the necessary training and experience to provide the professional services needed and desired by the City.

Although cost is important, professional services shall not be purchased strictly on the basis of lowest cost. Furthermore, state law forbids any considerations of cost when evaluating proposals submitted by engineers, architects, and land surveyors.

B. Types of Professional Services

Professional services are associated with the following disciplines:

1. Financial, accounting, and auditing services.
2. Legal services.
3. Engineering services.
4. Architectural services.
5. Land surveying services.
5. Consulting Services.
6. Medical Services
7. Insurance advisors and brokers.
8. Data Processing consulting and programming services.
9. Testing and inspection services.
10. Photographic, art, or marketing services.

C. Requests for Proposals

1. Instructions to the prospective bidders specifying when, to whom, and where proposals should be sent.
2. A complete technical description of the problem or work task. Specify that written questions may be sent to the City. Also state whether a pre-proposal submission conference shall be held to discuss the RFP and to answer questions.
3. An objective or statement of what is expected to be accomplished.
4. Scope of work or task, format for the completed report, and the extent to which the City's staff will be available to the contractor.
5. Firm or estimated schedule, including dates for commencement of performance, for submission of progress reports, and for completion of task.
6. Selection Criteria.
7. Standard contract terms and conditions.
8. Understanding for compensation for additional work authorized.

D. Selection Criteria

1. Experience on similar projects including references of former clients.
2. Qualification of person(s) proposed to work on the project (require professional resumes).
3. Ability to meet work schedule.
4. Completeness of project approach.
5. Geographic location.
6. Samples of work representing product quality.
7. Sensitivity to community involvement.
8. Additional services and skills available.
9. Work space requirements and/or City staff support.

10. Cost, except for engineering, architectural and land surveying services.

Interviews with prospective consultants may be conducted by a selection committee comprised of any or all of the following: (1) City staff, or (2) Board of Aldermen, (3) City residents. The head of the user department usually will chair the committee; the Chair shall select the committee members.

- E. Evaluation and Award - When appropriate, the City may interview and/or negotiate with up to four qualified persons or firms.
1. Relative weight should be assigned to each criterion listed in the RFP based on the importance of the particular qualification; this may be available to the bidders at the discretion of the Department Head after discussion with the City Administrator or Director of Public Works & Public Utilities. The determination of the relative weighing should be done in writing by the committee prior to release of the RFP's.
 2. After reviewing the written proposals and interviewing prospects to ascertain the scope and type of work proposed by the offerors, the City shall offer to award the contract to the offeror who would be the most advantageous to the City. This will normally be the firm scoring the highest in the evaluation of proposals and interviews.
 3. In determining which offer is the most advantageous, the City will generally take into account the following order of importance:
 - a. Professional competence.
 - b. Technical merits.
 - c. Cost, except for engineering, architectural and land surveying services.
- F. In the case of proposals for architectural, engineering and land surveying services, a contract will be negotiated with the professional deemed to best meet the City's needs. If an agreement on cost cannot be reached, then negotiations will be terminated and negotiations will commence with the next most qualified professional.
1. Reference checks should generally be performed on all professional services contracts exceeding \$10,000.
- G. Contract terms and Conditions - The following general contract terms should be addressed within a professional services contract:
1. Names of contracting parties.
 2. Name individuals.
 3. Scope of work.
 4. Work schedule.
 5. Compensation and terms of payment.
 6. Responsibilities of the City.
 7. Termination of the contract.

8. Assignability.
9. Confidentially.
10. Insurance.
11. Errors or deficiencies.
12. Completeness of contract.

SECTION VI - SPECIFICATIONS

6.1 FORMAL COMPETITIVE BIDDING

When supplies or services are bought under the formal competitive bidding process, specifications must be prepared. Specifications, regardless of the type, should do four things:

- A. Identify minimum requirements.
- B. Allow for a competitive bid.
- C. Be capable of objective review.
- D. Provide for an equitable award at the lowest possible cost.

6.2 GENERAL GUIDELINES

- A. Keep specifications as simple as possible while maintaining the exactness required keeping bidders from utilizing a loophole to avoid providing the quality supplies or services required or in another fashion to take advantage of their competitors.
- B. Whenever possible, identify the equipment or material required with some minimum specifications or known standard already on the market. Brand or trade names should be used only where brand name products have been found to be superior to others for the purpose intended. Acceptable brand lists are also used when tests necessary to determine compliance with technical specifications are lengthy, costly or require complicated technical equipment. All specifications that utilize a name brand must include the term "or equivalent" to avoid being restrictive and eliminating fair competition.
- C. Specifications should promote competition. Specifications will normally allow several bidders to provide the City with alternatives and ensure that the City obtains the lowest possible price for the supplies or services required.
- D. Flexibility in the specifications is desirable in instances where new technologies are being sought. Specifications should be specific enough to guarantee the quality required but sufficiently flexible to allow vendors to be creative in their proposals. If a proposal does not meet the City's needs, it can be rejected and the bid that closely follows the specifications accepted. These procedures should be used sparingly and Department Heads contemplating flexible specifications should contact the City Administrator to discuss the format and degree of flexibility anticipated prior to the completion of a final draft.
- E. Specifications should be reasonable and precise. Unnecessary precision or over use of proprietary terms is expensive.

- F. Specifications should be written with clear, simple language, free of vague term or those subject to variation in interpretation.

6.3 TYPES OF SPECIFICATIONS

There are several ways of structuring specifications to protect the integrity of the purchasing process and to ensure that the needs of the City are met. Different methods of structuring specifications include:

A. Qualified Products or Acceptable Brands List

These lists are developed only where it is not possible to write specifications adequate to identify the quality and performance required of the supplies or services to be purchased. Acceptable Brands Lists are also used when tests necessary to determine compliance with technical specifications are lengthy, costly, or require complicated technical equipment.

B. Specification by Brand or Trade Name

Brand or trade names should only be used where brand name products have been found superior to others for the purpose intended, or when their composition is secret, unknown, or patented. The use of brand names establishes a quality standard but is not intended to limit or eliminate competition. Whenever this method of establishing specifications is used, the specifications should specifically provide for bidding of competitive "or equivalent" grades. It is incumbent on a vendor who bids on supplies or supposed equal quality to those specified to document that the supplies or services that is being bid are, in fact, of equal quality.

C. Specification by Blueprint or Dimension Sheet

Specifications of construction projects for everything from buildings and streets to custom built cabinets, furniture, machines, or other equipment should be written to reference the blueprints or dimension sheets prepared by the engineer or architect. Such specifications provide an appropriate method of evaluating all bids, and later of verifying the quality of the construction work or the equipment or fixtures delivered.

D. Specifications by Chemical Analysis or Physical Properties

Specifications that include the chemical analysis or physical properties of the supplies requested clearly place responsibility on the supplier to provide exactly those items requested. Care must be taken in preparing specifications utilizing this method to ensure that competition remains a part of the bidding process. If the specifications are drawn too narrowly and only one bidder is qualified to meet the technical specifications, the cost of obtaining these items may be higher than necessary due to the lack of competition.

E. Specifications by Performance, Purpose, or Use

Specifications that include a set of performance criteria for the supplies or services required will provide flexibility for vendors to design products or programs specifically aimed at meeting the purpose or performance standards the City has established. Generally, specifications that center on performance standards generate greater competition since they allow vendors to exercise creativity in the types of services or supplies included in their bids.

Department Heads are cautioned to exercise care by including technical specifications that will provide a floor or bottom-line quality determination. The use of performance specifications without minimum standards could result in items being installed, paid for, and later determined not to meet City expectations. It can then be very difficult to go back to a vendor and argue that the item bid did not meet the performance criteria established. At that point, the determination of satisfactory performance can become extremely subjective, with the vendor insisting that his item is acceptable even though actual experience indicates otherwise.

F. Specification by Identification with Industry Standards

Specifications will often refer to industry-wide standards or to standards set by other public jurisdictions. Some examples of these would be lumber grading, standards set by the asphalt or concrete industries or by referencing standard specifications of the Missouri Department of Transportation or other state or Federal agencies.

G. Specifications by Samples

Whenever appropriate, a sample is a good way to make requirements perfectly clear. A good example is printing bids for which artwork or an existing form is attached. Whenever samples are utilized, Department Heads should provide an adequate supply so that originals can be sent with all bid invitations to vendors who request bidding documents.

SECTION VII- DELIVERY AND PERFORMANCE

A contract or purchase order that is complete in all respects and that is accepted by the parties concerned still must produce the intended results or objectives before it can be considered a successful or completed purchase. The terms and conditions must clearly define the delivery and performance requirements of the services, supplies, or equipment.

The importance of the delivery schedule should be emphasized to the vendor. Delivery requirements must be clearly written and fully understood by all contract participants. If several items are required by the contract, there may be a different delivery schedule for each item. The delivery schedule will normally be shown in calendar days from a specific date or transaction, such as receipt of order by the vendor. It is also important that you clearly show the place for delivery and the receiving time schedule at the delivery points. If there are liquidated damages for non-delivery or late delivery call these terms to the attention of the vendor and stress their importance. All parties should know where the material will be accepted -- f.o.b. (free on board) origin or destination. The f.o.b. location is where title to the supplies passes from the vendor to the City. Generally, the f.o.b. location will be City Hall or a job site.

7.1 FOLLOW-UP AND EXPEDITING

Follow-up is the monitoring of the delivery schedule to assure compliance. Expediting involves an attempt to improve or to reduce the contractually stipulated delivery time for various reasons, and the vendor is not legally obligated to comply.

The primary objectives of the follow-up function are:

- A. To assure full compliance by the vendor; and
- B. To develop documentation for future evaluation of the vendor's performance.

The early detection of possible delivery delays will provide the City with a greater opportunity for resolving the problem and for developing satisfactory alternatives.

The initial follow-up action would be to reaffirm the delivery schedule and to establish a proper liaison with the seller's representative. If delivery problems do develop, the following techniques may be used to help solve them:

- C. Contact the sales person for assistance.
- D. Initiate collect telephone calls. (Fax or letters may also be used.)
- E. Visit the vendor's plant. This might help solve the problem and will assist in verifying any reasons for the delay.
- F. Cancel the contract for nonperformance.

7.2 DELINQUENT DELIVERIES

When follow-up efforts have failed, and deliveries have become delinquent, one of two actions must be taken:

- A. Authorize additional time for delivery; or
- B. Cancel and order from another source(s).

In making the decision as to which of these actions should be taken, several factors must be considered:

- C. Needs and requirements of the City;
- D. Agreements with the vendor;
- E. Availability of the items from other sources; and
- F. The time it would take for delivery if reordered from another source.

In all cases, the reasons for delinquent deliveries should be documented. This information may be needed in evaluating future bids submitted by that vendor.

7.3 PARTIAL DELIVERIES

Some purchase orders may list several items. In this event it may be possible for the vendor to complete timely delivery on some of the items, which would be referred to as "partial deliveries" on the complete bid. If these items can be used separately, partial payments can and should be authorized. However, if the separate items were part of a system, then partial deliveries would be of little value to the City. In this case, partial payments should not be authorized.

7.4 SUBSTITUTION

To meet the contractual delivery schedule, it may be appropriate in some situations to consider substitute items. The specifications should cover this eventuality and would govern the legality of the transaction. However, substitutions may be necessary, regardless of the specifications, if it is necessary for the City to have the material by a specified date. Other reasons for substitution may be design changes, raw material shortages, or health and safety priorities.

Whenever substitutions are necessary, due to shortcomings of the vendor, it is the responsibility of the purchaser to seek and obtain an adjustment for lower prices on the substituted items. This action will serve to meet the legal requirements of the contract and to discourage future substitutions by the same vendor. In addition, this action will serve notice on the other bidders that no favoritism was shown and that compliance with specifications is expected from all vendors.

7.5 BID BONDS

A bid bond may be required for certain large sum purchases to protect the City in the event that the low bidder attempts to withdraw his bid or to serve as a barrier to financially irresponsible bidders. The bid deposit, which may be in the form of a cashier's check or other form of cash, represents what the bidder agrees to forfeit to the City as liquidated damages in the event of failure to sign a contract or to provide a satisfactory performance bond, if required.

7.6 PERFORMANCE PAYMENT BONDS

Per **RSMO** Sec 107.17, a performance payment bond is required on all public works contracts with an estimated cost exceeding \$25,000 when the City enters into a construction contract, and may be required in other contracts involving phased work and phased payment schedules when, in the opinion of the Department Head or the City Administrator finding another contractor to complete the work would financially damage the City. These bonds are in the form of cash or a third-party guarantee. They increase the cost of a contract and are sometimes difficult to enforce. The City only accepts performance bonds from firms licensed by the State of Missouri and that have an "AA" rating from an appropriate rating service.

7.7 NON-PERFORMANCE

Should the vendor fail to meet any requirement of the specifications, the vendor can be cited for nonperformance. The seriousness of nonperformance must be evaluated based on the circumstances surrounding each violation. However, there should always be some recourse to the City when a vendor fails to perform in accordance with the terms and conditions of a contract.

These recourses include:

- A. The City may exercise its rights under a liquidated damages clause or under the terms of a performance bond.
- B. The City may obtain the needed items from another source and charge the delinquent vendor the excess difference in cost. However, obtaining the delinquent items from another source is not always an acceptable solution, since additional delivery time may be required. A revised delivery schedule with the vendor may be the best remedy.
- C. The City may terminate the contract for default if it is in the best interest of the City and if the items can be obtained under more favorable conditions from other sources.

7.8 INSPECTION AND TESTING

Human lives as well as the success of expensive projects may depend upon how well the purchased items meet design and performance specifications.

Supplies and materials should be checked at the time of receipt to detect any damage or defects. Inspection also includes assuring that the material complies with the specifications.

A variety of tests may be conducted to determine if the merchandise meets specifications. Certain forms of inspection and testing will only be conducted on a percentage of the items, as the procedure may make the items unusable. Inspecting/testing every item received is neither economical nor practical.

Inspection and testing may be performed at origin or destination. These tests are classified as sampling, chemical/lab, functional, and endurance tests. In some cases, a certification of compliance will be accepted.

All requirements for inspection and testing must be clearly stated in the specifications.

Both inspection and testing are costly, but the benefits far outweigh the expense when defects can be detected before they cause loss of life, injury, or equipment failure.

Inspection, testing, and acceptance are conclusive, except for latent defects or fraud.

- A. **Reports, Rejection, and Return Authorization** - Whenever an inspection is performed, all reports to properly support claims or actions must be thoroughly documented. Sufficient time should be scheduled to allow for an inspection immediately upon arrival of the supplies, taking into consideration required tests as necessary.

Supplies should be inspected for damage, quantity, quality, price, and for all other requirements listed in the specifications. A copy of the inspection report will normally be used to substantiate payment for the supplies and verification of receipt.

In case of rejection, for whatever purpose, certain steps must be taken to inform and to protect the rights of the vendor as well as of the City. Reasons for rejection must be listed and these reasons should reference specific requirements of the contract.

8. **Damage During Shipment** - One of the major reasons for inspection at the time of receipt is to detect any visible damage. It is important that all damage be completely described on the receiving report. Any evidence of concealed damage should also be noted at this time. This notation is necessary to support the filing of damage claims against the carrier. The carrier should be notified immediately,

and a joint inspection should be scheduled with the carrier's representative.

When it is apparent that the extent of the damage causes the supplies to be worthless, they should not be accepted. If the shipment is "f.o.b. destination," the vendor is responsible for assisting with the settlement of the claim and for full replacement of the damaged items. Payment will be withheld until the claims are settled.

C. Latent Defects - Latent defects may be the result of damages in transit or of failure of the manufacturer to conform to specifications. Consequently, it is sometimes very difficult to fix responsibility for the defective material. If the carrier is suspected to be the one at fault, then the carrier's representative should be invited to come in for a joint inspection. Subsequently, a claim describing the situation should be filed with the respective carrier.

A similar procedure should be followed if the vendor or manufacturer is suspected to be at fault. Specifying the destination at which the City accepts delivery of shipments (f.o.b. destination) is important because the vendors are responsible for rectifying the situation or for correcting the defect. If specific liability for the defect cannot be determined between the carrier, the vendor, or the manufacturer, the City may have to file a claim against all parties, seeking their cooperation in resolving the situation.

SECTION VIII - LEGAL AND CONTRACTUAL REMEDIES

8.1 RIGHT TO PROTEST

Any actual or prospective bidder or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the City Administrator. The protest must be submitted in writing within 3 working days after such aggrieved person knows or should have known the facts giving rise to the protest.

8.2 AUTHORITY TO RESOLVE PROTEST

The City Administrator has the authority, prior to the commencement of an action in court concerning the controversy, to settle and resolve a protest arising out of these regulations. This authority is limited to settlement within the scope of the solicitation and the City's procurement regulations.

8.3 DECISION

If the protest is not resolved by mutual agreement between the bidder and the City Administrator, the City Administrator or Director of Public Works & Public Utilities will promptly issue a decision in writing. The decision will be final. A copy of the decision will be mailed or otherwise furnished immediately to the protestant.

8.4 FINALITY

A decision by the City Administrator or Director of Public Works & Public Utilities is final and conclusive unless the protestant submits a written appeal to the City Administrator within three (3) working days of the receipt of the City Administrator or Director of Public Works & Public Utilities decision. The City Administrator's decision is final and no further appeals shall be made.

8.5 STAY OF PROCUREMENT DURING PROTESTS

In the event of a timely protest, the City will not proceed further with the solicitation of or the award of a contract unless the City Administrator makes a written determination that the award of the contract without delay is necessary to protect substantial interests of the City.

8.6 DEBARMENT OF SUPPLIERS

The City Administrator or Director of Public Works & Public Utilities has the authority, after conferring with the City Attorney, to debar suppliers from receiving any business from the City for a stated period of time, not to exceed three (3) years. The causes for debarment include:

- A. Conviction for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract, or sub-contract, or in the performance of such contract or sub-contract.
- B. Conviction under state or federal statutes of embezzlement, theft, bribery, falsification or destruction of records, receiving stolen property, or any other

offense indicating a lack of business integrity or business honesty that seriously and directly affects responsibility as a City contractor.

- C. Conviction under state or federal antitrust statutes arising out of the submission of bids or proposals.
- D. Deliberate failure without good cause to perform in accordance with the specifications or within the time limit provided in a contract.
- E. A recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts provided that said failure to perform was caused by acts beyond the control of the contractor.
- F. Any other cause the City Administrator or Director of Public Works & Public Utilities determines is so serious and compelling as to affect responsibility as a City contractor, including debarment by another governmental agency for any cause listed in regulations.
- G. A decision by the City Administrator or Director of Public Works & Public Utilities to debar shall be final and conclusive, unless the debarred person submits a written appeal to the City Administrator within three (3) working days of the receipt of the City Administrator or Director of Public Works & Public Utilities decision. The City Administrator's decision is final and no further appeals shall be made.

SECTION IX - DISPOSAL OF SURPLUS SUPPLIES

Supplies become obsolete or they wear out. Occasionally they are overstocked. Changing technology, accumulation of waste, and fulfillment of the useful life of supplies make the disposal of surplus inevitable. The City is interested in full realization of the value of supplies it purchases and disposes of. Competitive selling of surplus, obsolete, or usable supplies is required. This may be achieved through a local public auction company and/or an online auction website that best fits the needs and requirements of the City.

9.1 AVOIDANCE OF CONFLICTS

No employee of a disposing department may directly or indirectly purchase or agree with another person to purchase surplus property owned by the City. City employees may purchase surplus property through the public means initiated by the City.

9.2 AUCTIONS

Auctions are the acceptable alternative to soliciting sealed bids. The use of a local public auction company and/or an online auction website as selected by the Accounts Payable Clerk is authorized to facilitate the sale of surplus vehicles, equipment and supplies. In addition, different auction companies and/or online auction websites may be selected from time to time depending on which ones offer the best services and financial returns to the City at the time of disposal.

A Schedule of Surplus Property (**Appendix F**) must be prepared by the disposing department for all surplus vehicles, heavy equipment, and machinery. The schedule must be approved by the Department Head and submitted to the City Administrator or Director of Public Works & Public Utilities for final review and approval. All obsolete or surplus computers, printers, office equipment and other miscellaneous property from each department should be moved to a central location within the City as determined by Facilities Management. Facilities Management will periodically prepare a detailed list of these items and submit to the City Administrator or Director of Public Works & Public Utilities for approval. The City Administrator or Director of Public Works & Public Utilities will make the final arrangements for disposition of all surplus property.

SECTION X - TRAVEL REGULATIONS AND REIMBURSEMENTS

10.1 PURPOSE AND SCOPE

City employees and elected officials are often authorized to incur travel expenses in order to attend conferences, seminars, and meetings pertaining to City business. Training related travel afforded employees should be viewed as a privilege to be handled with accountability and frugality. Due to the increasingly sensitive nature of travel expenses incurred by municipal government officials, a written statement of policy and procedure is necessary to ensure proper approval of all travel requests, understanding as to the acceptability of reimbursable travel expenses, and consistency as to the appropriate methods of requesting travel reimbursement. In order to ensure compliance with the following policies, assignment of Administrative staff to various internal control functions are also necessary. Although the following list of required procedures often refers to City employees, all City officials, including elected officials, are subject to the policies and procedures of this statement. This statement pertains to all travel and all travel-related expenses, but does not apply to social functions where the City requires attendance of employees, elected officials, and their spouses.

10.2 POLICIES AND PROCEDURES

The Department Head must approve all travel requests for his/her respective department. The Mayor must approve all travel requests of \$1,000 or more for the City Administrator. The Mayor and Board of Aldermen must review and approve all travel requests of the Mayor and Board of Aldermen. The City Administrator must approve all department travel requests, and all travel requests must be audited by the Accounts Payable Clerk for compliance with City travel policies at least ten business days prior to traveling unless other arrangements have been made. All travel requests and subsequent approvals must be documented on a Travel Authorization form. If more than one employee is attending the same conference, seminar, or meeting, each employee must complete a separate Travel Authorization form. The Accounts Payable Clerk will maintain a file of all approved travel requests.

10.3 ACCEPTABLE TRAVEL EXPENSES

Upon approval of the Travel Authorization form, the Department Head or employee must request the use of a City issued credit card or complete a purchase order for lodging and registration fees. The employee will only be reimbursed for mileage, meals, and other miscellaneous expenses such as communication charges, parking fees, and shuttle or taxi fees. The City will not reimburse travel-related expenses for the spouse or other personal guests of an employee or elected official. Entertainment expenses are not reimbursable.

A. Transportation

Transportation-related expenses must be paid with a City issued credit card (except mileage) and will be based upon the least expensive mode of transportation available, unless a more expensive mode is necessary due to business-related requirements.

Employees are expected to travel to approved out-of-state conferences or training by air because of the extra time required to drive. In instances where driving would require less than a full day, employees may be allowed to drive if approved by the City Administrator. If an employee chooses to drive to a conference instead of flying via commercial airlines, the employee should claim the lesser of actual airfare cost or round-trip mileage at the prescribed mileage rate. Commercial bus fares should not be considered in determining the least expensive mode of transportation. If an employee is approved to drive, the employee must document the estimated cost of alternative modes of transportation in order to determine the least expensive reimbursable cost.

Mileage reimbursement for authorized use of a personal vehicle will be at the rate of \$.50 per mile, as set forth in City policy no. 16, Resolution R-08-011.

The use of City vehicles is encouraged, and they should be utilized for City related travel whenever feasible within an approximate 300-mile radius of the City. The employee should contact the Police Department to check for City vehicle availability and to reserve a City-owned vehicle for a specified seminar or conference. Car-pooling is also strongly encouraged for employees traveling to the same seminar or conference.

B. Lodging

Lodging expenses must be reserved with a City issued credit card and will be based on the normal and reasonable cost for the area. Once a confirmation is received from the hotel, the employee or Department Head should complete a purchase order so a City check may be written to pay for the lodging. Proximity to the conference, seminar, or meeting will also be taken into account. If a double room is required because a spouse or personal guest has accompanied an employee, the City will reimburse only the cost of a single room. The employee should always request a Government rate when making hotel accommodations if applicable. All business-related communications costs such as telephone, facsimile, or modem charges should be added to the lodging bill and also paid with a credit card. The City will not reimburse the cost of any in-room videos, movies or personal communication costs.

C. Meals

Employees will be reimbursed for meals using the guidelines established in City policy no. 16, resolution R-04-06. To use the standard meal allowance method, an employee must be traveling away from home.

Employees should claim reimbursement for meals at the following rates: Breakfast up to \$10, Lunch up to \$10.50, and dinner up to \$21.50. The daily total meal reimbursement should not exceed \$42.00. If meals are included with the registration fee or complimentary continental breakfasts, such as a conference banquet, those meals are not reimbursable expenses.

D. Registration Fees

The cost of registration fees may be processed for payment upon final approval of a Travel Authorization form. Whenever possible, registration fees should be processed with a City credit card or City check, initiated through the City's purchase order process. All City employees should attempt to take advantage of any early bird specials available on registration fees when feasible.

E. Other Miscellaneous Expenses

These costs include other reimbursable travel costs not already covered in the above paragraphs, such as rental vehicles, parking fees, and shuttle or taxi fees. Whenever possible, miscellaneous expenses should be paid for with a City credit card.

The City will only pay for rental vehicles when it is less expensive than the alternatives such as taxis and shuttles. When requesting a rental vehicle, employees must provide documentation that this alternative will be more economical for the City. This documentation must be included with Travel Authorization Form. If an employee chooses to incur rental car expenses for personal reasons, the employee may, with proper documentation, request partial reimbursement based on the estimated costs of taxis and shuttles available at the conference.

10.4 TRAVEL AUTHORIZATION FORM

All City employees traveling on official City business must complete a Travel Authorization Form (**Appendix G**) at least ten days prior to travel.

After a Travel Authorization Form has been completed and signed by the employee, it must be approved as follows: If more than one employee is attending the same conference, seminar, or meeting, each employee must fill out his/her own Travel Authorization Form.

- A. The Department Head must approve all travel requests for his/her respective department. (Chief of Police for Police Dept., City Clerk for City Hall employees, Fire Chief for the Fire Dept., Electric Foreman for Electric Dept., Water & Sewer Foreman for Water & Sewer Dept., and Street Foreman for Street Dept.)
- B. The Director of Public Works & Public Utilities must approve all travel requests from employees of the Electric, Water & Sewer, and Street departments.
 - 1. Review for compliance with City travel policy.
- C. City Administrator must approve all Department travel requests after the Department Head and/or the Director of Public Works & Public Utilities has reviewed and approved the request.
 - 1. Final review and approval.

2. Submit back to the Accounts Payable Clerk.
 3. Accounts Payable Clerk will make a file copy.
 4. Submit final approved original Travel Authorization Form back to originating department.
- D. The Mayor must approve all travel requests of \$500 or more for the City Administrator.
- E. The Mayor and Board of Aldermen must review and approve all travel requests of the Mayor and Board of Aldermen.

10.5 EMPLOYEE ADVANCE FOR ANTICIPATED TRAVEL EXPENSES

An employee is eligible to receive a travel advance for the standard meal allowance or per diem and other estimated incidental expenses identified on the approved Travel Authorization Form. Travel advances will not be processed for airfare, lodging accommodations, conference registration fees, and vehicle rentals. It is the department's responsibility to initiate a manual check request for all approved employee travel advances. The Accounts Payable Clerk will process a check for each travel advance received three to seven business days prior to the anticipated departure date as indicated on the Travel Authorization Form. Checks will not be issued for advances of less than \$50.00; petty cash funds will be used for these travel advances. It is expected that the employee will utilize the City credit card for airfare, approved rental vehicles and lodging related expenditures.

10.6 TRAVEL AND EXPENSE FORM

After travel has been completed and reimbursable travel-related expenses have been incurred, employees must complete and sign a Travel and Expense form (**Appendix H**) to receive reimbursement. All Travel and Expense forms must be approved by the Department Head. For travel reimbursement requests by the City Administrator, Mayor, or Aldermen, the Travel Request Form must be signed by both the Mayor and City Administrator.

Prepaid expenditures for airfare and conference registration fees **do not** need to be entered on the Travel and Expense form. All other travel expenses to be reimbursed to the employee, including lodging expenses and travel advances, must be entered on the Travel and Expense form.

Within ten business days of returning from a conference trip, employees must submit a properly authorized Travel and Expense form with appropriate itemized receipts and documentation to the Accounts Payable Clerk for review. If a cash advance was originally processed, a copy of the cash advance check should be attached as part of the required documentation. If the employee is due a reimbursement, an invoice should be initiated by the department and processed by the Accounts Payable Clerk. A manual check will be issued to the employee on the next available check run.

If the City is due a reimbursement, employees should take the reimbursement funds (preferably in the form of a check) to the City Hall front counter. Employees will receive a receipt from the clerk, and a copy of the receipt must be attached to the Travel and Expense Form. If the City does not receive the funds due, the City Clerk will initiate a payroll deduction on the next available payroll run unless other arrangements are made with the City Administrator.

If there is a zero-dollar balance, a Travel and Expense form must be completed and submitted to the Accounts Payable Clerk for final review in order to complete the travel cost documentation for the trip.

The Accounts Payable Clerk will match each Travel Authorization Form to the corresponding Travel and Expense form. Every month, the Accounts Payable Clerk will report to the City Administrator any employee who is late submitting a Travel and Expense form based on information obtained from the Travel Authorization Form. The City Administrator will notify the employee and/or the Department Head of the overdue travel reimbursement documentation and indicate that the employee will be prohibited from incurring any additional reimbursable travel expenses until a completed travel reimbursement form has been submitted to the Accounts Payable Clerk. If there is no response within two business days from the City Administrator's notification, the City Administrator will notify the Department Head of the employee's apparent failure to comply with the policy. The affected employee shall also be subject to disciplinary action unless and until the travel reimbursement forms have been submitted and any remaining amounts due the City are paid.

10.7 TRAVELPOLICYDUEDATES

TIME FRAME	ACTION
At least 10 business days prior to travel.	Complete Travel Authorization Form and submit to the Department Head for Approval.
3-7 business days prior to departure.	Manual check for registration fees, lodging, etc. will be processed by Accounts Payable Clerk.
After Travel – within 10 business days.	FINALIZE Travel forms and return with all receipts attached to the Accounts Payable Clerk.
Within 7 business days.	REMINDER email will be sent to Employee, Department Director, City Administrator, and Director of Public Works & Public Utilities.
On the 10 th business day.	FINAL NOTICE email will be sent to the City Administrator to determine if further action is necessary.
After 12 business days.	If documents are still NOT received, the FINAL NOTICE will be forwarded to the City Administrator.

PURCHASE ORDER FORM

Phone: _____

573-682-2139

Expense Account #

[illegible]

Approved by: _____ Date: _____

Subtotal	
Ship. & Hand.	
Total	

Part 1 - Vendor — Part 2 - Accounting — Part 3 - Department

APPENDIX B
INFORMAL QUOTATION FORM

CITY OF CENTRALIA
Informal Quotation Form



Department: _____ Item: _____

Description of Item: _____

GL Account(s): _____

VENDOR	VENDOR REPRESENTATIVE	DATE	COST	TERMS

RECOMMENDED VENDOR: _____

REASON: *Lowest Price* *Best Terms/Delivery* *Quality* *Other:* _____

IF LESS THAN THREE (3) BIDS ARE OBTAINED, CHECK ONE OF THE FOLLOWING REASONS:

☐ Emergency Purchase (attach justification) ☐ Sole Source (attach justification) ☐ Cooperative Purchase

☐ Other: _____

Approved for Payment:

Department Head: _____ Date: _____

Director of Public Works & Utilities: _____ Date: _____

City Administrator: _____ Date: _____

Goods or services costing \$2,500 to \$10,000 may be purchased upon receipt of at least three (3) quotations. Copies of the form must accompany the Purchase Order.

G:\City of Centralia\Forms\Informal Quotation Form.docx

DEPARTMENT: _____

APPENDIX C
Formal Bid Tabulation

CITY OF CENTRALIA
Formal Quotation Form



Department: _____ Item: _____

Description of Item: _____

GL Account(s): _____

Budgeted: _____ Amount Budgeted: \$ _____ **OR** Unbudgeted: _____

TYPE OF ACTION REQUIRED:

☐ Award of Bid
☐ Purchase Order Approval
☐ Contract Execution – Legal

ATTACHMENTS:

☐ Bid Tabulation
☐ Purchase Order
☐ Contract

BACKGROUND AND DISCUSSION:

RECOMMENDED VENDOR: _____

REASON: *Lowest Price* *Best Terms/Delivery* *Quality* *Other:* _____

Approved for Payment:

Department Head: _____ Date: _____

Director of Public Works & Utilities: _____ Date: _____

City Administrator: _____ Date: _____

APPENDIX D

PURCHASING CARD FORM

CITY OF CENTRALIA, MISSOURI

PROCUREMENT CARDHOLDER AGREEMENT

Name of Cardholder: _____

Cardholder Business Address: ----- Cardholder Social Security Number: _

_____ Cardholder Business Phone Number: () _____

Cardholder agrees to accept responsibility for the protection and proper use of the Procurement Card in accordance with the terms and conditions below:

1. Cardholder agrees to provide the supporting receipts from the vendor and a transaction log for each transaction as designated by the City Administrator or his/her delegate under the City policies and procedures. Failure to report or document any purchase may be deemed an improper use of the Procurement Card.

2. If the card is lost or stolen, Cardholder shall notify the City Administrator or his/her delegate immediately.

3. City shall be responsible for all charges, including fees and interest, incurred from the proper use of the Procurement Card.

4. **THE CARDHOLDER MAY NOT MAKE PERSONAL PURCHASES ON THE CARD.** Cardholder understands that he/she shall be personally liable for any improper use of the Procurement Card and agrees to pay to the issuer of the card such use (such issuer shall be a third party beneficiary under this agreement), other than improper use as the result of a lost or stolen card which was immediately reported as required in paragraph 2, including fees and interest assessed against the improper purchase. Cardholder understands that his/her improper use of the Procurement Card may be cause for disciplinary action by the City including termination and that improper use of the Procurement Card may subject Cardholder to criminal prosecution. Cardholder understands that Agency may withhold amounts attributable to improper use by Cardholder from any paycheck which may be payable to Cardholder.

5. Cardholder understands that should his/her employment with the City terminate for any reason, the Procurement Card must be returned to the City Administrator or his/her designate. Cardholder understands that the City may withhold his/her final paycheck until the Procurement Card is returned. Cardholder also understands that Agency may withdraw authorization to use the Procurement Card and require the return of the Procurement Card at any time for any reason.

6. Cardholder understands that use of the Procurement Card is subject to individual card limitations on expenditures for use in official City business. All purchases must comply with City accounting and purchasing policies and procedures including all policies the Cardholder's department implements in the use of the Card.

The following items are prohibited from being purchased with the Procurement Card:

- Alcoholic Beverages
- Capital Equipment (*)
- Cash Advances
- Construction, Renovation or Installation
- Gasoline (*)
- Maintenance Contracts and all Services (*)
- Personal Items
- Travel (*)
- Weapons

(*) These items may be purchased with the Procurement Card when the following conditions are met:

- Capital Equipment (Within individual purchasing limit, but never over \$4,999)
- Gasoline (When traveling in City vehicle for official travel as authorized and approved by the City)
- Maintenance Contracts and all Services (Every vendor must be approved by the City Administrator or Assistant Finance Director prior to processing initial payment in order to determine whether it is 1099 reportable)
- Travel (When traveling on official City business as authorized and approved by the City)

If in doubt that a purchase is authorized under this agreement through the use of the Procurement Card, Cardholder understands that he/she should seek prior approval from the City Administrator or his/her designate. Such approval assumes proper use of the Procurement Card.

7. Cardholder acknowledges by his/her that he/she has received training in the proper use of the card and has read and understands the terms of this agreement.

Cardholder signature: _____ Date: _____

Completed by Department Head:

Limit per Purchase: \$500 (not to exceed \$500 without authorization)
Cycle Credit Limit: \$2,500 (not to exceed \$2,500 without authorization)

Supervisor's Acknowledgment of Responsibility and Approval:

Print Name: _____ Title: _____

Signature: _____ Date: _____

Department Head's Acknowledgment of Responsibility and Approval: (Designees are **not** authorized to sign on behalf of the Director)

Approval: Print Name: _____ Title: _____

Signature: _____ Date: _____

Accounts Payable Clerk Approval:

Print Name: _____ Title: _____

Signature: _____ Date: _____

APPENDIX F

CITY OF CENTRALIA MISSOURI SCHEDULE

OF SURPLUS PROPERTY

	MAKE		MODEL		YEAR		VIN NUMBER		CONDITION		LOCATION
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											
11.											
12.											

Approved for Disposition: _____
 Department Head Date

 City Administrator or Director of Public Works & Public Utilities Date

APPENDIX G



CITY OF CENTRALIA TRAVEL AUTHORIZATION

NAME OF EMPLOYEE: _____

DEPARTMENT: _____ DATES OF TRAVEL: _____

DESTINATION: _____

PURPOSE OF TRIP: _____

TRANSPORTATION:

☐ CITY VEHICLE

☐ PERSONAL VEHICLE \$.50 per mile X approx. mileage _____ = \$ _____
estimate mileage reimbursement

MEALS Allowed:

of Days (circle all that are applicable- do not include any meals provided in the registration cost)

____ BREAKFAST (maximum reimbursement of \$10.00)

____ LUNCH (maximum reimbursement of \$10.50)

____ DINNER (maximum reimbursement of \$21.50)

receipts MUST be provided and amounts are
NOT to be treated collectively.

Total Estimated Cost: \$ _____

(reimbursable meal expenses may include documented tips-maximum of 15%, but may not include the cost of any alcoholic beverages.)

LODGING:

NAME OF HOTEL, ETC. _____

ADDRESS: _____

PHONE NUMBER: _____

DATE(S) OF STAY: _____ COST PER NIGHT: _____ Total Estimated cost of Lodging: \$ _____

CONFIRMATION NUMBER: _____ (RECEIPTS MUST BE PROVIDED ON EXPENSE REPORT)

TAX EXEMPTION CERTIFICATE PROVIDED: ☐ Yes ☐ No

Method of Payment: ☐ City Check ☐ Personal Funds

☐ City Charge Card (signed travel authorization form must be sent to City Clerk)

OTHER COSTS ALLOWED:

Registration fees (submit copy of registration with this form) _____ cost (estimate)

Additional charges such as tapes, manuals, books, etc. _____ (need receipts)

DATE SUBMITTED: _____

GRAND TOTAL ESTIMATE: _____

Signature of Employee

Dept. Head Approval

Director of Public Works and Utilities Approval

City Administrator Approval

APPENDIX H

TRAVEL AND EXPENSE REPORT FORM

CITY OF CENTRALIA

Travel and Expense Report



Name: _____ Dept: _____ No of Days Out of City: _____

Destination: _____ Personal Vehicle Used? ☐ Yes ☐ No

Purpose of Trip: _____

Instructions: Fill out the form completely. Attach all receipts along with a memo detailing the expenses. Use a separate sheet for each week. Form must be filed with the Department Head within 3 days of your return.

Form must then be forwarded by the Department Head to the City Administrator within 2 working days.

DAY:	SUN	MON	TUE	WED	THU	FRI	SAT	WEEK TOTALS
DATE:								
TRANSPORTATION								
Car: _____ mi @ .50/mi								
LODGING								
MEALS								
Breakfast: (max \$10.00)								
Lunch: (max \$10.50)								
Dinner: (max \$21.50)								
MISCELLANEOUS								
Registration Fees:								
Taxi/Auto Rental:								
Garage/Parking:								
Telephone:								
Tips: (documented & not to exceed 15%)								
OTHER (Specify)								
TOTAL EXPENSES:								

*

Please do not include any charges paid by the city charge card. Those charges should be itemized on a separate purchase order

I certify the foregoing expenses were incurred in the conduct of city business.

Employee Signature: _____ Date: _____

Approved for Payment:

Department Head: _____ Date: _____

Director of Public Works & Utilities: _____ Date: _____

City Administrator: _____ Date: _____