

**Instrument #201711909**

Real Estate Book

Ordinance

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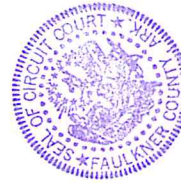
Faulkner County, Arkansas

Crystal Taylor, Circuit Clerk

By: Diana Varner, D.C.

**3 Pages**

**\$25.00**



**City of Conway, Arkansas**

**Ordinance No. O-17-75**

**AN ORDINANCE AMENDING ORDINANCE O-16-141, WHICH ADOPTED AN EMPLOYEE HANDBOOK AND PERSONNEL POLICY AND CLARIFYING PURCHASING AUTHORIZATION LEVELS AND APPROVAL HIERARCHY; AND FOR OTHER PURPOSES:**

**Whereas**, the City would like to clarify the purchasing authorization Levels and approval hierarchy.

**Whereas**, the City Council has adopted, pursuant to Ordinance O-16-141, an Employee Handbook to be used for personnel matters for the City.

**Whereas**, a revision of the Employee Handbook is needed for the fair and impartial implementation of personnel policies.

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

**Section 1.** The Purchasing Authorization Levels and Approval Hierarchy shall be summarized as follows:

<u>Minimum</u>	<u>Maximum</u>	<u>Authorization Level</u>
\$0	\$2,499	Department Head, Purchasing Manager
\$2,500	\$19,999	Department Head, Purchasing Manager, Mayor
\$20,000	+	Council

**Section 2.** The Purchasing Policies and Procedures under Section I, Employment Policies shall be updated. The Purchasing Policies and Procedures shall be revised as follows:

**IV. Purchasing Procedures**

The City's purchase order ("PO") system provides management with the tools to process purchase requests and is required for any purchase beginning January 1, 2011 (Springbrook Requirement). The PO system verifies that budgeted funding is in place for any purchase and encumbers, or "reserves" funds for subsequent payment. If funds are not available, the department will be required to prepare and submit a budget transfer form to transfer funds from another account, if available, or to request Council that funds be appropriated through approval of an ordinance. Currently, items for Council consideration must be submitted to the Mayor's office by noon on the Wednesday prior to the Council meeting. Transfers between the budgeted accounts require approval of the Mayor (or his designated representative) and, at his discretion, Council approval.

Purchases equal to or in excess of \$2,500 require the approval of the Mayor and are routed automatically to his office for consideration. Purchases are not considered approved until the department receives back the PO, initialed by the Mayor for those purchases equal to or in excess of \$2,500.

Departments are authorized to make purchases of less than \$2,500 on behalf of the City only upon receipt of an approved PO.

Approved POs are routed by the departments as follows:

Original PO is returned to Finance with the invoice for payment. Invoices will not be paid without an attached PO.

Purchases equal to or in excess of \$2,500 but less than \$20,000 require three quotes. These quotes may be verbal or written, but are to be included as documentation of the request and must be included on the face of the PO.

Repair and maintenance may sometimes require the use of Original Equipment Manufacturers (OEM). Departments may request the Mayor to waive the requirement to obtain quotes for OEM parts, when they can only be purchased from vendors of the original manufacturer. A department may determine that the City's interest will be better served by obtaining competitive sealed bids for purchases below \$20,000 and may do so.

Purchases in excess of \$20,000 must indicate on the face of the PO the date Council considered and approved bids or the ordinance number approved by Council authorizing sole source vendor or bid waiver or the fact that the purchase is made under state contract. If the purchase is made through the state contract, a copy of the documentation clearly indicating that the purchase is through a state contract approved vendor and that the goods or services are specifically included in the state contract, must be provided to the Finance Department before the PO will be produced and provided for consideration by the Mayor. Once approved, departments may purchase the goods or services from the vendor. Upon receipt of an invoice, the original invoice and PO are forwarded to the Finance Department for payment.

**V. Federal Grant Requirements**


The City of Conway receives significant funding from Federal grants. It is important that City purchasing procedures insure that Federal requirements are met. Specifically, purchases that are funded with Federal money require government wide debarment and suspension review. Additionally, vendor verification must be performed by checking the Excluded Parties List System ([www.sam.gov](http://www.sam.gov)). Individual Conflict of Interest statements must be obtained from persons responsible for procurement of goods and services. Other requirements based on individual Federal grants must be completed.

**Section 3.** Three (3) copies of the Section I, Employment Polices, Purchasing Policies and Procedures; Form of Government policy; shall be and hereafter kept on file in the Office of the City Clerk/Treasurer.


**Section 4.** All ordinances in conflict herewith are repealed to the extent of the conflict.

PASSED this 27<sup>th</sup> day of June, 2017.

Approved:

  
\_\_\_\_\_  
Mayor Bart Castleberry

Attest:

  
\_\_\_\_\_  
Michael O. Garrett  
City Clerk/Treasurer

