EXHIBIT A

COUNCIL POLICY

TITLE: Addendum to City Procurement Card Policy for City Council Offices

POLICY NUMBER: 26-

EFFECTIVE DATE:

REVISED DATE:

APPROVED BY COUNCIL ACTION: Res. No. _____

1. **It is the Policy of the City Council that its members will conform with and follow the City Manager's Administrative Regulation (AR) 3-19 Procurement Card Policy, except as modified by this Addendum.** A member may elect to have with City Council Administration oversee purchases and reconciliation, or if a member of City Council may obtain their own Procurement Card. For the latter selection, the following applies:
    a. One Procurement Card may be issued to each Council Office that chooses to manage its own purchases and reconciliation in accordance with the responsibilities listed in Administrative Regulation 3-19, sections 4.2, 4.4 and 4.5.
        i. The Councilmember must designate a full-time City Council Administrative employee or authorized full-time City employee to serve as **cardholder**; and
        ii. A separate full-time City employee to serve as the **account manager**.
    b. The City Manager's office will serve as the **accountant** to ensure proper coding of the transaction for accounting purposes.
    c. All three identified roles (cardholder, account manager, and accountant) must attend annual Procurement Card training.
    d. Compliance with allowable and prohibited purchases as outlined in Administrative Regulation 3-19, Sections 3.3 and 3.4.
    e. Restricted purchase of technology requires prior written approval from the IT Department and must be uploaded to the procurement card program database.

f. Restricted purchase of gift cards requires confirmation from the Director of Finance and must be uploaded to the procurement card program database.
g. For purposes of approving the purchase of food, each Councilmember will serve as the authorized approver and must provide prior written approval for the purchase and such approval must be uploaded to the procurement card program database. A blanket authorization is acceptable to cover all food purchases that are for City business.
h. Adherence to transaction and credit limits.
i. Follow documentation, receipt, and reconciliation requirements.
j. Subject to training, audit, and enforcement provisions.
k. Reimbursement requirements for noncompliance, as determined by Council.
l. In addition to maintaining consistency with City Manager's Administrative Regulation 3-19, each Council Office must ensure compliance with expenses of Officials outlined in Section 2-2060 and Section 2-2061(b)(3), Code of Ordinances.

2. Procurement Card Governance

a. Procurement Cards are City property and may only be used for legitimate City business purposes.
b. The Finance Department will issue and administer each procurement card.
c. The Procurement Card MAY NOT be shared among individuals.
d. The designated cardholder is personally responsible for all transactions and compliance requirements.

3. Procurement Card Oversight

a. Noncompliance with policies outlined in AR 3-19 may result in card suspension, refresher training, or corrective or disciplinary action.
b. The City Manager will provide a quarterly report to the City Council's Standing Committee on Finance and Governance that includes:
    i. A review of procurement card transactions associated with City Council offices, and
    ii. An assessment of compliance with Administrative Regulation 3-19, including identification of any potential policy violations, exceptions, or corrective actions taken.

4. Procurement Card Audit and Enforcement

a. Nothing in this addendum shall be interpreted to expand or relax:
    i. Allowable purchase categories,
    ii. Spending limits,
    iii. Documentation requirements, or
    iv. Ethical and conflict-of-interest standards.
b. Council office procurement card activity remains subject to Finance Department audits under AR 3-19.
c. All Council expenses are subject to review by the City's internal auditor (an employee in the City Manager's Office) as authorized by City Code of Ordinances §2-2061(e).

d. Council office procurement card activity remains subject to any corrective or reimbursement actions required by AR 3-19 in cases of noncompliance.