



Legislation Text

File #: ID#21-070, **Version:** 1

AGENDA CAPTION:

Hold a discussion regarding the City of San Marcos procurement card policy, as it relates to City Council usage; and provide direction to Staff.

Meeting date: January 19, 2021

Department: Purchasing/Finance/City Manager's Office

Amount & Source of Funding

Funds Required: N/A

Account Number: N/A

Funds Available: N/A

Account Name: N/A

Fiscal Note:

Prior Council Action: Click or tap here to enter text.

City Council Strategic Initiative: [Please select from the dropdown menu below]

Choose an item.

Choose an item.

Choose an item.

Comprehensive Plan Element (s): [Please select the Plan element(s) and Goal # from dropdown menu below]

- ☐ Economic Development - Choose an item.
- ☐ Environment & Resource Protection - Choose an item.
- ☐ Land Use - Choose an item.
- ☐ Neighborhoods & Housing - Choose an item.
- ☐ Parks, Public Spaces & Facilities - Choose an item.
- ☐ Transportation - Choose an item.
- ☐ Core Services
- ☐ Not Applicable

Master Plan: *[Please select the corresponding Master Plan from the dropdown menu below (if applicable)]*

Choose an item.

Background Information:

At the December 17, 2020 Finance and Audit Committee meeting, staff reported on the current initiative to implement a new procurement card policy among City staff that is intended to reduce the City's financial risk, establish greater departmental control of expenditures and budgets and align more with best practices for how other cities issue such cards.

The policy was presented to the Finance and Audit Committee and staff proposed that instead of issuing procurement cards to individual Council Members, an alternative solution could include issuing travel cards to cover Council training and out of town conferences as needed.

Additional measures recommended were for the City Clerk's office to register Council for requested conferences and make travel arrangements which would be paid for with the City Clerk's procurement card. Incidental expenses not associated with travel could be covered through the current stipend Council receives unless otherwise arranged for with the City Clerk's Office.

The Mayor will serve as the approver for Council-related travel expenses incurred.

The Committee's direction on December 17 was for staff to implement the plan for Council Members as proposed and communicate the said plan to the full Council regarding the transition plan.

Subsequently, Council Members Scott and Gleason requested this item be discussed by the full Council to provide direction to staff regarding the issuance of Council Member procurement cards.

Council Committee, Board/Commission Action:

Click or tap here to enter text.

Alternatives:

Click or tap here to enter text.

Recommendation:

Click or tap here to enter text.