

Instructions

It is the city admin. Assistants responsibility to assure this is done prior to any applicable item being placed on the Governing Body agenda

It is requestors responsibility to place all follow-up items on your memo on your Follow-up List

If you fail to provide full and complete instructions / information it is your (requestor) responsibility to follow-up with the appropriate parties for actions

Notes:

1. Procurement process is to be used city wide for all expenses over \$2,000 unless otherwise approved by the city managers office in advance, in writing.
2. For any items to be provided at community request (labor, equipment, cash, etc. use cost benefit sheet....benefits must be equal or greater than cost).
3. Under \$15,000 use city mgr checklist and other sheets as appropriate (for non budgeted items NPV, RFAP, Budget Amendment).
4. Over \$15,000 use council checklist and other sheets as appropriate (for non budgeted items NPV, RFAP, Budget Amendment) and get info to LaVona 2 weeks prior to council meeting.
5. If early payment requests are being requested, also complete manual check request.
6. Modify memo / forms as needed for each particular case.

Legal references:

1. State of Oklahoma: 11 O.S. § 17-102,
2. City: Finance and Budget Administration, 37.010 Purchasing procedures; internal controls and cash disbursements & § 37.007 City bidding, modified in 2009 to >\$15,000
3. Crawford Word Documents on Finance and Gifts:

Document



Procurement Processes

General Processes to be used to spend city / public funds, other processes may apply for a specific project / purpose, if in doubt check with city managers office





The City of Durant

Your Department Name Goes Here

Memorandum

Date: December 17, 2012

To: Mayor / City Council / Authority / Trust (fill in as appropriate)

From: Your Name, Your Title

Re: Subject of Memo (be as specific as possible)

Executive Summary (suggest 2-3 lines of text maximum):

Type a very short / brief statement of benefits, costs, etc. so the governing body will have a general understanding of the overall topic along with costs and benefits any timelines or other vitally important information regarding this subject.

You should delete line items below which don't apply or add new items which would apply to your particular request.

Action(s) Needed	Who's Responsible	Deadline	Comments
Council OR Trust OR Authority Memo	Dept. Head / Requestor	1 week before Mtg.	Email to server / Iris
City Attorney Review (contracts, ordinances, agreements, resolutions, etc.)	Requestor / Pat	1 week before Mtg.	Email / hard copies to Pat - Request Contract, Resolution, Ordinance Nos. from Iris
Council OR Trust OR Authority action / approval needed	Council / Trust / Authority	At Mtg.	Governing Body action.
Mayor OR Trust OR Authority signature	Mayor / City Clerk	Original 1 week before Mtg. / Signature obtained at Mtg.	Provide originals with detailed instructions on # of originals needed and distr. Rqmts. to Iris
City Manager Signature	City Manager / City Clerk	At Mtg.	

Action(s) Needed	Who's Responsible	Deadline	Comments
Request For Authorization To Purchase (\$2,000 & up City Manager only, \$15,000 up, Governing Body)	Dept. Head	2 weeks before Mtg.	Send to Torri. For city capital projects >\$15,000 a NPV / business case is to be completed between requestor and City Mgrs. Office before funding requests can be approved.
Budget Transfer / Amendment Documents / GL Accounts (must have this done in advance for any city labor / equipment, cash match or any other expense you are seeking approval for, including grants or community based projects, see Cost Benefit Sheet)	Requestor Dept. Head / Sarah Sherrer	1 week before Mtg.	Sarah's role will change to Treasurer's office at some future point
Manual Check / Pay Request	Requestor / Accounts Payable	1 week before Mtg.	
Incode project setup, budget amendments, GLs, etc.	Requestor / Treasurer / Sarah / Ralph	1 week before Mtg.	
Copy Distribution: City Clerk certified / attested copies (counts, mailing address, etc.)	Requestor / City Clerk	Within 1 week after Mtg.	Provide detailed instructions on # of copies, mailing addresses, etc.
Maps	Requestor / Aaron	1 week before Mtg.	Maps are needed for anything property, streets, etc. related
Net Present Value (NPV) Business Case	Requestor / City Manager / ACM	Two weeks prior to Mtg.	For any city capital projects / equipment over \$15,000 of budgeted, for any amount over \$2,000 of not budgeted.
Copies of any of above documents by other than requestor / Dept. Head	Requestor / City Clerk	Within 2 weeks after Mtg.	It is the requestors responsibility to follow-up with the City Clerk to request official documents.
Acceptance of property, easements, plats, etc. by appropriate City organization	Requestor / Pat Phelps City Clerk	Documents to Iris 1 week before Mtg., Clerk to distribute signed / file copies within 1 wk. of Mtg.	Requestor must provide instructions on document distribution / filing

Action(s) Needed	Who's Responsible	Deadline	Comments



The City of Durant

Your Department Name Goes Here

Memorandum

Date: December 17, 2012

To: Mayor / City Council / Authority / Trust (fill in as appropriate)

From: Your Name, Your Title

Re: Subject of Memo (be as specific as possible)

Executive Summary:

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Council OR Trust OR Authority action / approval needed	Council / Trust / Authority	At Mtg.	Governing Body action.
Mayor OR Trust OR Authority signature	Mayor / City Clerk	Original 1 week before Mtg. / Signature obtained at Mtg.	Provide originals with detailed instructions on # of originals needed and distr. Rqmts. to Iris
City Manager Signature	City Manager / City Clerk	At Mtg.	For RFAP

Action(s) Needed	Who's Responsible	Deadline	Comments
Request For Authorization To Purchase (\$2,000 & up City Manager only, \$15,000 up, Governing Body)	Dept. Head	2 weeks before Mtg.	Attached.
Budget Transfer / Amendment Documents / GL Accounts (must have this done in advance for any city labor / equipment, cash match or any other expense you are seeking approval for, including grants or community based projects, see Cost Benefit Sheet)	Requestor Dept. Head / Sarah Sherrer	1 week before Mtg.	Budget report from Incode attached.
Manual Check / Pay Request	Requestor / Accounts Payable	1 week before Mtg.	
Incode project setup, budget amendments, GLs, etc.	Requestor / Treasurer / Sarah / Ralph	1 week before Mtg.	
Copy Distribution: City Clerk certified / attested copies (counts, mailing address, etc.)	Requestor / City Clerk	Within 1 week after Mtg.	Provide detailed instructions on # of copies, mailing addresses, etc.
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Cost Benefit Example

City of Durant & Community Based Project Analysis and Prioritization

(the below Cost - Benefit Analysis to be for any situation where the city is being asked for any cash, labor, equipment, materials or other city cost items, plug these into NPV sheet)

note: cost should include total city cost (labor, equipment, materials, engineering, surveys, maps, grant admin., staff time, permits, etc.)

note: benefits should include total benefits (increased water - sewer - trash net revenue, sales taxes for hotels, meals, net gate revenue, concession net revenue, Police/Fire, Emergency Response, Sports Complex, etc.)

note: benefits must equal or exceed cost in order for a proposal to be considered by city, proposals will be prioritized by total % return on investment.

note: if there is any question or doubt as to the calculations or outcome of this evaluation, seek city manager office review

note: add comments to show exactly how you estimated costs and benefits, in detail

Item Description	Cost to City / citizenry	Benefit to City / citizenry	Total Value To City	Explanation / comments detailing costs and benefits
Install new water line, tap, meter, etc.	\$ 1,400	\$ 1,200	\$ (200)	This project can not be completed until such time as more benefits are determined and agreed upon by the city and requestor.
Build new road / bridge for a new subdivision	\$ 500,000	\$ 600,000	\$ 100,000	The benefit is based on sales tax, water - sewer trash fees and a recoupment district fee on adjacent property so the city will recover all but \$30,000 of land and the developer is to donate 10 acres / \$30,000 worth of land for city use.
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Use this for all projects / expenses over \$2,000 which were not budgeted or previously approved, including labor / equipment only / community request projects

City of Durant, Oklahoma

Net Present Value – Additional 20 CY Dumpsters

November 10, 2008

Operational Costs		\$	
Cost of dumpster payments prin. only, 5 years	\$20,000		assumes \$100,000 loan
Landfill space cost			assumes \$1/YD
Delivery / pickup truck cost			assumes \$2/mile X 20 miles / trip X # dumpsters X 2 trips / month each
1 Labor/driver pay w/PAC 1.4 +4%/yr.	\$35,766		assumes one mid step employee required
Delivery / pickup fuel			
Veh. Maint & repair	\$ 6,000		
Depreciation		N/A	
New sales	\$ 142,657.27		
Interest rate		5.5%	

Gray cells calculated for you and do not require any entry.

Term in years	Expenses			Income			Cash flow	Cumulative cash flow
	Principal & Int.	Labor, veh fuel & maint, LF space	Total	New revenue	New sales	Total		
0	\$20,000	\$1,100	\$20,000				\$20,000	\$20,000
1	35,766	\$1,100	36,866	\$0	0	\$0	36,866	56,866
2	37,196	\$1,100	38,296	0	142,657	142,657	104,361	47,495
3	38,684	\$1,100	39,784	0	0	0	39,784	7,711
4	40,232	\$1,100	41,332	0	0	0	41,332	33,621
5	41,841	\$1,100	42,941	0	0	0	42,941	76,562
							76,562	
							NPV = \$61,281	

Request for authorization to purchase / bid / procure or otherwise spend city money

Double Click on the below to open, check with Torri to assure the form is current

Use for any cash expense of \$2,000 or more and attach documentation as specified in the document



Budget Amendment And Or Transfer Request

Double Click on the below to open, check with Sarah to assure the form is current

Use when your budget does not include an item you are requesting or your budget needs modified



Manual Check Request

Double Click on the below to open, check with Sarah to assure the form is current

Use only as a last resort, most vendors should be aware of city billing / pay cycle 26th of ea. Mo., checks cut 2nd Wed. ea. Mo.

