

**STATE OF GEORGIA**

**CITY OF HAMPTON**

**RESOLUTION NO. 18-07**

**A RESOLUTION TO ADOPT A PROCUREMENT/CREDIT CARD POLICY; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER LAWFUL PURPOSES.**

**WHEREAS**, the duly elected governing authority of the City of Hampton, Georgia (the “City”) is the Mayor and Council thereof; and

**WHEREAS**, in accordance with O.C.G.A. §36-80-24, it is necessary that the City implement a policy to govern city employee and elected official purchases with city-issued credit or procurement cards; and

**WHEREAS**, the attached policy, incorporated by reference, complies with State law and the City’s purchasing policies; and

**WHEREAS**, the attached policy shall apply to all employees, elected officials, and the City Manager.

**BE IT RESOLVED** by the Mayor and Council of the City of Hampton, Georgia that the attached Procurement/Credit Card Policy shall be approved and implemented immediately in the City of Hampton.

**SO RESOLVED** this 18 day of June, 2018.

**CITY OF HAMPTON, GEORGIA:**



**STEVE HUTCHISON**, Mayor

**ATTEST:**



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Deputy City Clerk

**APPROVED AS TO FORM:**



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**L'ERIN BARNES WIGGINS**, City Attorney

# CITY OF HAMPTON PROCUREMENT/CREDIT CARD POLICY

## OVERVIEW

In order to conduct City business in a more efficient manner, the City has granted authority to the Mayor and Council, the City Manager and certain City employees to utilize City credit cards for certain purchases. The purpose of this policy is to establish a more efficient, cost-effective method of purchasing and paying for smaller dollar transactions but in no way does this Policy replace State and/or local procurement laws. Thus, in accordance with O.C.G.A. §36-80-24 and City Code §2-178, all purchases utilizing a government credit card must be in accordance with these guidelines and with state law.

### 1. General guidelines

- a. At no time should a City issued credit card be used for personal purchases regardless of the circumstances, utilizing the credit card for personal use or for any item or service not directly related to government business may result in disciplinary action, including termination and legal action.
- b. The City-issued card can be used with any supplier that accepts VISA as a form of payment.
- c. No person shall allow another person, even if employed with the City, to use the credit card issued to him/her by the City.
- d. Every person issued a credit card by the City shall be responsible for the card's security to ensure it is not lost, stolen or compromised in any manner.

2. **Authorized Persons.** The list of authorized persons shall be determined by the City Manager; however, authorized users will include the Mayor, City Manager, and Department Heads. City Contractors shall not be authorized to use a City-issued credit card. All authorized users must have a signed Credit Card Agreement, acknowledging receipt and understanding of this policy, on file with the City. A copy of the Credit Card Agreement is an attachment to this policy.

3. **Public Inspection.** In accordance with O.C.G.A. 36-80-24(b), any documents related to purchases using government credit cards incurred by elected officials, the City Manager, and other employees of the City shall be available for public inspection.

4. **Issuance and Transaction Limits.** All City credit cards are issued through the Finance Department which establish credit limits upon distribution of the credit card. Transaction limits are established to ensure compliance with state purchasing laws, maintain proper budgetary controls, and to minimize excessive use of any individual credit line. Credit limits vary per authorized individual and cannot exceed those established by the Finance Department unless authorized by the City Manager. The established single transaction limit for each card must be no greater than \$5,000.00. The monthly aggregate spending limit for each card must be no greater than \$10,000.00.

**5. Purchasing Restrictions.**

- a. Authorized Purchases.** Authorized elected officials, the City Manager, and City employees may use government credit cards to purchase goods and/or services not prohibited by this policy or state law. Such purchases include, but are not limited to:
  - i.** Purchases of items for official City use which fall within the transactional restrictions of this policy.
  - ii.** Purchase of lodging, fuel, food, or education and training materials while on City business.
  - iii.** Emergency purchases necessary to protect City property.
  - iv.** Purchases of items on the Internet or from other approved sources from which a City check is not accepted or practical.
- b. Unauthorized Purchases.** Any person issued a City credit card may not use the City-issued credit card for the following:
  - i.** Any purchases of items for personal use.
  - ii.** Cash refunds or advances.
  - iii.** Any transaction amount greater than the transaction limits set forth by this policy unless authorized by the Finance Director or the City Manager.
  - iv.** Purchases or transactions made with the intent to circumvent the City purchasing policy, transactional limits, or state law.
  - v.** Drugs, alcohol or liquor of any kind. Such purchases should not be made with the City credit card and will not be reimbursed by the City.

**6. Administrator.** The City designates the Finance Department as the program administrator of government credit cards. Such administrator shall:

- a.** Serve as a liaison between the City's cardholders and the issuers of such cards.
- b.** Maintain the cardholder agreement for all cardholders.
- c.** Provide instruction, training, and assistance to cardholders.
- d.** Maintain account information and secure all cardholder information.
- e.** Keep cardholders up-to-date on new or changing information.
- f.** Upon receipt of information indicating fraudulent use or lost/stolen cards immediately report it to appropriate parties, including the issuer.
- g.** Ensure all card accounts are being utilized properly as set forth by state law and this policy.
- h.** Manage the City's policy and procedures for proper documentation and storage of receipts, logs, and approvals required under this policy.
- i.** Identify any changes to named persons authorized to use a government credit card.
- j.** Any other duties assigned by the municipal governing authority.

**7. Accounting and Auditing.**

- a.** All persons assigned a City credit card are responsible for ensuring the safeguarding of the card, the proper use of the card, and the submission of any receipts and appropriate backup for purchases, Department heads, the City Manager, and elected officials are responsible for ensuring their own and their departmental employees are

- managing and complying with the use of City credit cards as outlined in this policy.
- b. Receipts should be submitted to the Finance Department as soon as possible and be accompanied by any required documentation such as that which may be required by the credit card and purchasing policy. Users are responsible for notifying vendors or merchants that the transaction is exempt from Georgia sales and use tax if goods are purchased in Georgia.
  - c. Receipts must be submitted at least ten (10) days prior to the due date reflected on the credit card bill or any fees, included interest and late fees assessed by the credit card company may be deducted from the cardholder's payroll.
  - d. Any disputes regarding incorrect billing charges or returns are to be handled at the department level and the Finance Department is to be informed of the situation. All credits for charges originally charged to a City credit card should be issued through the credit card account.
  - e. The Finance Department is responsible for reconciling the City credit card statements. The Department heads and elected officials will be informed of any discrepancies. The Finance Department will reconcile the statements monthly and will notify the cardholders of any violations or issues that need further documentation or clarification from the previous month. Depending on the severity of the violation, the Administrator may suspend or revoke the use of the credit card after notification to the cardholder and the City Council, but only after consultation with the City Attorney.

## **8. Violations.**

- a. The use of a City credit card may be suspended or revoked when the Administrator, after consultation with the City attorney, determines that the cardholder has violated the approved policies or state law regarding the use of the City credit card.
- b. The City credit card will be revoked whenever a cardholder is no longer employed with the City, transferred to a position that does not require use of a credit card, or in the case of an elected official, is removed from elected office or is convicted of any ethics charges while still in office with the City.
- c. If the violations are unauthorized purchases of items other than those for personal use, cash refunds or advances, or the purchase of alcohol or drugs, the violator may be given fifteen (15) days after notice to reimburse the City for such amount plus interest, if any is charged by the credit company. If the cardholder fails to timely reimburse the City, the City Attorney shall notify the Mayor and Council and at its next regular meeting for action on the violation. The Mayor and Council may suspend the violator's use of the card for a period of time determined by the Mayor and Council, direct the City Manager to cancel the violator's card, deduct any amount owed from the violator's salary, or any combination of the preceding.
- d. For all other unauthorized purchases, violations may include disciplinary action not limited to revocation of card privileges, suspension or termination from employment, and/or criminal prosecution.

**CITY OF HAMPTON**

**CARDHOLDER PROCUREMENT CARD AGREEMENT**

The City of Hampton is pleased to present you with the Procurement Card. It represents trust in you and your empowerment as a responsible agent to safeguard and protect City assets.

I, \_\_\_\_\_, hereby acknowledge receipt of a City of Hampton Visa/MasterCard Procurement Card, No., \_\_\_\_\_, issued with the following spending limits:

My signature below indicates I have received and agree to comply with the terms and conditions of this Agreement and the Credit Card Policy. I understand that the City of Hampton is liable to the Bank, vendor and Visa for all City of Hampton charges except in those cases where I have misused or allowed misuse of the card. I understand that I may be liable to the Bank, Vendor and Visa for any unauthorized charges. I agree to use this card for the City of Hampton's approved purchases only and agree not to charge personal or any other unauthorized purchases. I understand that the City of Hampton will audit the use of this card and report discrepancies to the necessary City officials and law enforcement agencies.

I further understand that improper use of this card may result in disciplinary action, up to and including termination of employment and adverse legal action. Should I fail to use this card properly, I authorize the City of Hampton to deduct from my salary an amount equal to the total of the discrepancy. I also agree to allow the City of Hampton to collect any amounts owed by me even if the City of Hampton no longer employs me.

I understand that the City of Hampton may terminate my right to use this card at any time for any reason. I agree to return the card to the City of Hampton immediately upon request or upon termination of employment.

**Cardholder:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Department: \_\_\_\_\_ Email: \_\_\_\_\_

**Department Head:** Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Finance Director:** Signature \_\_\_\_\_ Date: \_\_\_\_\_

**City Manager:** Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FINANCE USE ONLY	Initial	Date
Card Returned		
Cancelled with Bank		

City of Hampton  
Workshop/Council Meeting, City Hall  
Monday, June 18, 2018

Present: Mayor Hutchison, Councilpersons: Bodie, Byrd, Mitchell, Tarpley and Turner.  
Also present: City Manager, Charles L. Coney; City Attorney L'Erin Wiggins;  
Police Chief Derrick Austin; City Interns Hunter Harper and Ivan Olvera were also present.

**COUNCIL MEETING: 9:00 a.m.**

Mayor Hutchison called the Council Meeting to order at 9:00 a.m.

Mayor Hutchison entertained a motion for Resolution 18-07, a Resolution to adopt a Credit Card Policy. Mayor Pro Tem Ann Tarpley made a motion to approve Resolution 18-07 with the following changes to the Overview verbiage:

2. *Authorized Persons. The list of authorized persons shall be determined by the City Manager; however, authorized users will include the Mayor, City Manager, and Department Heads. City Contractors shall not be authorized to use a City-issued credit card. All authorized users must have a signed Credit Card Agreement, acknowledging receipt and understanding of this policy, on file with the City. A copy of the Credit Card Agreement is an attachment to this policy.*

Councilperson Willie Turner seconded the motion. Mayor Hutchison called for any public comment. With no other discussion, the motion to approve Resolution 18-07 was considered; The motion passed unanimously (5-0).

Mayor Hutchison entertained a motion for Ordinance 451, an Ordinance to Amend Chapter 2 – Administration, Article IV – Departments of the Code of Ordinances. Mayor Pro Tem Ann Tarpley made a motion to approve Ordinance 451 with the following changes to the Community Development Department verbiage:

*Sec. 2-151. – Community Development Department.  
The Community Development Department shall provide for plan review, building inspections, code enforcement, planning and zoning, permits, and erosion control. This Department works in cooperation with the Economic Development Department (specifically the Main Street program).*

Councilperson Willie Turner seconded the motion. Mayor Hutchison called for any public comment. With no other discussion, the motion to approve Ordinance 451 was considered; motion passed (3-2), with Councilpersons Byrd and Bodie voting no. This constituted the First Reading of the Ordinance.

Mayor Hutchison entertained a motion for Resolution 18-08, a Resolution to adopt an Organizational Chart. Mayor Pro Tem Ann Tarpley made a motion to approve Resolution 18-08. Councilperson Willie Turner seconded the motion. Mayor Hutchison called for any public comment. With no other discussion, the motion to approve Resolution 18-08 was considered; motion passed (3-2), with Councilpersons Byrd and Bodie voting no.

City of Hampton  
Workshop/Council Meeting, City Hall  
Monday, June 18, 2018

Mayor Hutchison entertained a motion for Resolution 18-09, a Resolution to adopt Director Position Descriptions. Councilperson Stephanie Bodie motioned to table Resolution 18-09 until the July 10, 2018 Regular Council Meeting. Councilperson Henry Byrd seconded the motion. Mayor Hutchison called for any public comment. With no other discussion, the motion to table Resolution 18-09 was considered; motion passed unanimously (5-0).

Councilperson Stephanie Bodie made a motion to adjourn the regular meeting to enter into executive session for the purpose of discuss litigation; Councilperson Willie Turner seconded the motion. Motion passed unanimously (5-0).

Council entered into Executive Session at 9:43 a.m.

Councilperson Errol Mitchell made a motion; seconded by Councilperson Stephanie Bodie to return to Open Session from Executive Session. The motion passed unanimously (5-0).

Councilperson Erroll Mitchell made a motion; seconded by Councilperson Stephanie Bodie to adjourn the Council Meeting. The motion passed unanimously (5-0).

Meeting adjourned at 9:52 a.m.