

**MINUTES
ORDINANCE AND INSURANCE COMMITTEE
SPECIAL MEETING
THURSDAY, JUNE 27TH, 2024
5:30 P.M.**

THE ORDINANCE AND INSURANCE COMMITTEE MET IN SPECIAL SESSION IN THE COUNCIL CHAMBER, 12 NORTH ROWE STREET, PRYOR, OKLAHOMA AT THE ABOVE DATE AND TIME.

COMMITTEE MEMBERS: CHRIS GONTHIER, CHOYA SHROPSHIRE, TYLER BROWN, CHARLES TRAMEL (alt)

1. CALL MEETING TO ORDER.

The meeting was called to order by Gonthier at 5:30 p.m. Committee members present: Chris Gonthier, Choya Shropshire and Tyler Brown. Members absent: none.

Others present: Mayor Doyle, Lisa Malone, Kemie Shropshire, Houston Brittain, Terry Aylward, Chris Kennedy and Kevin Tramel.

2. DISCUSS, POSSIBLY APPROVE MINUTES OF THE MAY 23RD, 2024 SPECIAL MEETING.

Motion was made by Shropshire, second by Brown to approve the minutes of the May 23rd, 2024 Special Meeting. Voting yes: Gonthier and Shropshire. Abstaining, counting as a no vote: Brown. Voting no: none.

3. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE ANNUAL RENEWAL OF THE WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE POLICY NUMBER: 00002273-24-1 WITH COMPSOURCE MUTUAL INSURANCE COMPANY.

Motion was made by Brown, second by Shropshire to recommend Council action regarding the annual renewal of the Workers' Compensation and Employer's Liability Insurance Policy number: 00002273-24-1 with CompSource Mutual Insurance Company. Voting yes: Shropshire, Brown and Gonthier. Voting no: none.

4. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING AN ORDINANCE AMENDING ORDINANCE 7-4-4: CAMPING TO (1) PROHIBIT OVERNIGHT CAMPING WITHIN THE CITY LIMITS OF PRYOR CREEK AND (2) ALLOW FOR THE USE OF A TENT IN THE BACKYARD OF A PRIVATE RESIDENTIAL PROPERTY OWNED DIRECTLY BY THE CAMPER FOR THE PURPOSES OF "FAMILY ACTIVITIES" FOR ONE OVERNIGHT PERIOD. THE PURPOSE OF THE MODIFICATION IS TO BETTER ENSURE THE SAFETY AND HEALTH OF THE CITY'S GENERAL PUBLIC, WHILE SIMULTANEOUSLY RECOGNIZING THE NEED TO ACCOMMODATE LIMITED FAMILY ACTIVITIES.

Motion was made by Shropshire, second by Brown to recommend Council action regarding an ordinance amending Ordinance 7-4-4: Camping to (1) prohibit overnight camping within the city limits of Pryor Creek and (2) allow for the use of a tent in the backyard of a private residential property owned directly by the Camper for the purposes of "family activities" for one overnight period. The purpose of the modification is to better ensure the safety and health of the city's general public, while simultaneously recognizing the need to accommodate limited family activities. Motion was amended by Shropshire, second by Brown to strike "in the park areas of the city" in section B and duplicate the contents of section B in section A. Voting yes: Brown, Gonthier and Shropshire. Voting no: none.

5. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING AN ORDINANCE AMENDING FIREWORK REGULATIONS 5-4C-2 TO INCLUDE AN APPLICATION PERIOD FOR FIREWORK STAND LICENSES TO BE ISSUED FOR THE SALE OF FIREWORKS BETWEEN DECEMBER 27TH AND DECEMBER 31ST EACH YEAR.

Motion was made by Brown, second by Shropshire to recommend Council action regarding an ordinance amending Firework Regulations 5-4c-2 to include an application period for firework stand licenses to be issued for the sale of fireworks between December 27th and December 31st each year. Voting yes: Gonthier, Shropshire and Brown. Voting no: none.

6. ADJOURN.

Motion was made by Shropshire, second by Brown to adjourn. Voting yes: Shropshire, Brown and Gonthier. Voting no: none.

**MINUTES
ORDINANCE AND INSURANCE COMMITTEE
REGULAR MEETING
THURSDAY, JULY 30TH, 2024
5:30 P.M.**

THE ORDINANCE AND INSURANCE COMMITTEE MET IN SPECIAL SESSION IN THE COUNCIL CHAMBER, 12 NORTH ROWE STREET, PRYOR, OKLAHOMA AT THE ABOVE DATE AND TIME.

COMMITTEE MEMBERS: CHRIS GONTHIER, CHOYA SHROPSHIRE, TYLER BROWN, CHARLES TRAMEL (alt)

1. CALL MEETING TO ORDER.

The meeting was called to order by Gonthier at 5:30 p.m. Committee members present: Chris Gonthier, Choya Shropshire and Tyler Brown. Members absent: none.

Others present: Mayor Doyle, Courtney Davis, Lisa Malone, Kemmie Shropshire, Adam Anderson and Terry Aylward.

2. PETITIONS FROM THE AUDIENCE.

There were no petitions from the audience.

3. DISCUSS, POSSIBLY APPROVE MINUTES OF THE JUNE 27TH, 2024 SPECIAL MEETING.

Motion was made by Shropshire, second by Brown to table the item until the next meeting for the purpose of researching a motion made in the recording. Voting yes: Gonthier, Shropshire and Brown. Voting no: none.

4. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING AN ORDINANCE AMENDING ORDINANCE 7-4-4: CAMPING TO (1) PROHIBIT OVERNIGHT CAMPING WITHIN THE CITY LIMITS OF PRYOR CREEK AND (2) ALLOW FOR THE USE OF A TENT IN THE BACKYARD OF A PRIVATE RESIDENTIAL PROPERTY OWNED DIRECTLY BY THE CAMPER FOR THE PURPOSES OF "FAMILY ACTIVITIES" FOR UP TO THREE OVERNIGHT PERIODS. THE PURPOSE OF THE MODIFICATION IS TO BETTER ENSURE THE SAFETY AND HEALTH OF THE CITY'S GENERAL PUBLIC, WHILE SIMULTANEOUSLY RECOGNIZING THE NEED TO ACCOMMODATE LIMITED FAMILY ACTIVITIES.

Motion was made by Brown, second by Shropshire to take no action regarding an ordinance amending Ordinance 7-4-4: Camping to (1) prohibit overnight camping within the city limits of Pryor Creek and (2) allow for the use of a tent in the backyard of a private residential property owned directly by the Camper for the purposes of "family activities" for up to three overnight periods. The purpose of the modification is to better ensure the safety and health of the city's general public, while simultaneously recognizing the need to accommodate limited family activities. Voting yes: Shropshire, Brown and Gonthier. Voting no: none.

5. DISCUSSION REGARDING A REVIEW OF CITY PURCHASING POLICIES.

No action taken. The Committee discussed the current city purchasing policies and changes suggested by the City Attorney.

6. DISCUSSION REGARDING THE ADDITION OF ONE SEAT FOR A TOTAL OF FOUR SEATS ON EACH COMMITTEE.

No action taken. The Committee discussed the addition of one seat for a total of four seats on each committee.

7. DISCUSSION REGARDING THE CREATION OF A FIRE & POLICE OVERSIGHT COMMITTEE.

No action taken. The Committee discussed the creation of a Fire & Police Oversight Committee.

8. UNFORESEEABLE BUSINESS.

There was no unforeseen business.

9. ADJOURN.

Motion was made by Brown, second by Shropshire to adjourn at 6:35 p.m. Voting yes: Brown, Gonthier and Shropshire. Voting no: none.

CITY OF PRYOR CREEK, OKLAHOMA
ORDINANCE AND INSURANCE COMMITTEE
SCHEDULE OF MEETINGS FOR
2025

AS REQUIRED BY THE OKLAHOMA OPEN MEETING ACT, NOTICE IS HEREBY GIVEN THAT THE PRYOR CREEK ***ORDINANCE AND INSURANCE COMMITTEE*** WILL MEET IN REGULAR SESSION AT 5:30 P.M. ON THE FIFTH TUESDAY OF EACH MONTH, EXCEPT AS NOTED BELOW*. MEETINGS WILL BE HELD IN THE COUNCIL CHAMBER UPSTAIRS AT CITY HALL, 12 NORTH ROWE STREET, PRYOR CREEK, OKLAHOMA. ANYONE NEEDING SPECIAL ACCOMMODATIONS TO ATTEND AND PARTICIPATE SHOULD CALL 918-825-0888 AT LEAST 24 HOURS PRIOR TO THE MEETING.

MEETINGS WILL BE HELD AT 5:30 P.M. ON:

April 29, 2025
July 29, 2025

September 30, 2025
December 30, 2025

FILED AND POSTED ON THE BULLETIN BOARD ON THE FIRST FLOOR LOBBY AT CITY HALL, 12 NORTH ROWE STREET, PRYOR CREEK, OKLAHOMA THIS ____ DAY OF DECEMBER 2024.

Courtney Davis, City Clerk

Section 13 Presiding Officer -- President Of The Council And Clerk.

The mayor shall preside over the council at its sessions. A president of the council shall be elected by the council from its members, who shall preside in the absence of or the disability of the mayor. The city clerk shall be clerk of the council, and shall, with the mayor, sign and attest all ordinances and resolutions. (Charter, 1-16-1951)

Section 18 Rules Of Procedure.

The council shall, subject to the provisions of this charter, determine its own rules of procedure. (Charter, 1-16-1951)

Section 22 Record Of Ordinances.

A true copy of every ordinance shall be left in a book marked "Ordinance Record", and authenticated by the signatures of the mayor and clerk. (Charter, 1-16-1951)

Section 33 Removal Of Officers.

The mayor and council may by a vote of a majority of all its members, to be entered upon the journal, remove for cause any officer except the mayor and members of the utility board. The mayor may be removed from office for the causes and in the manner now provided by the laws of the state of Oklahoma for removal of county officers. (Charter, 1-16-1951)

Section 37 Duties Of The City Clerk.

The City Clerk shall be a recording officer and shall be the custodian of all documents and records of the City of Pryor Creek, except such departmental records as shall be delegated by the Council or herein reserved to be kept by the departmental heads. The City Clerk shall keep the record of appropriations and expenditures, of payment of indebtedness, minutes of all meetings of the Council, and such other records as the Council may instruct the Clerk to keep.

Section 8 Legislative Powers.

The legislative powers of the city government shall be vested in the city council composed of two (2) councilmen from each ward and in the mayor. The mayor and council may exercise such legislative powers as may be authorized by and not inconsistent with the constitution and general laws of the state of Oklahoma and this charter, and shall set up such judicial authority as it may deem necessary to enforce the ordinances of the city. The mayor and council shall have executive and legislative authority over all affairs of the city, except those specifically delegated to the utility board herein. (Charter, 1-16-1951)

City Council Approved Duties of Pryor Creek's City Clerk:

1. Maintain all assigned city records as dictated by city charter.
2. Assist any member of council as needed.
3. Keep all committee chairs informed of any and all matters relevant to his/her committee, including meetings where his/her attendance would be pertinent.
4. Record and maintain records of all meetings, including executive sessions. (Except in the instance of potential conflict of interest.)
5. It is not the duty of the clerk to approve whether or not information will be given to members of council.
6. It is not the duty of the clerk to give opinions, only to record and retrieve necessary information.
7. It is not the duty of the clerk to berate members of council individually, electronically, or personally.
8. Understand the city council, along with the mayor, establishes policy.
9. The mayor's secretary is not under the authority of the clerk; however, the mayor may allow the secretary to assist the clerk at the mayor's discretion.
10. The city clerk shall be clerk of the council, and shall, with the mayor, sign and attest all ordinances and resolutions.
11. Department heads are the keepers and custodians of department records. They are expected to cooperate with the clerk; however, they are under the authority of the mayor, not the clerk.
12. The city clerk has no authority over the city council and will act in such a manner as is consistent with this fact.
13. The clerk will provide accurate financial reports no later than the 25th of each month detailing all expenses and all revenues of the previous month. These reports will be provided to all members of the council.
14. As a department head, the city clerk shall be responsible for assisting in the development of the city clerk's budget. It is not the job of the clerk to develop budgets for other departments.
15. The clerk is not the mayor's assistant, nor a deputy mayor. In the absence of the mayor, the council president will perform the mayor's duties.

Date Approved _____

Clerk's Signature _____

Mayor's Signature _____

City of Pryor Creek Purchasing Manual



Adopted 2024

The intent and purpose of this manual is to establish guidelines and procedures for each department to make purchases on behalf of the City of Pryor Creek in a timely manner and according to the laws of the State of Oklahoma and ordinances for the City of Pryor Creek charter.

The purpose of this manual is to provide assistance to departments and employees within the City in securing the best material or service in the most efficient and economical way. Each City employee responsible for acquiring supplies and services for their department must be familiar with the purchasing procedure and adhere to the procedure to obtain the best results. These rules and procedures are a compilation of purchasing practices and interpretations of laws, rules and regulations governing municipal purchases. They have been prepared to provide information related to purchasing practices and to assist City of Pryor Creek employees in the performance of their duties. With adequate planning and teamwork by all departments, much can be accomplished toward furthering the growth and service rendered by each department. Any questions regarding the interpretation of rules and procedures contained in this manual should be directed to the City Clerk

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PURCHASING POLICY

CODE OF ETHICS

The public must have confidence in the integrity of its government. The purpose of this Code of Ethics is to give guidance to all employees so they conduct themselves in a manner which will be compatible with the best interest of them and of the City of Pryor Creek.

Proper operation requires the City and its designees:

1. To protect and enhance the reputation of the City of Pryor Creek and its employees.
2. To treat all citizens equally with courtesy and impartiality, and refrain from granting any special advantage to any citizen beyond what is available to all citizens.
3. To give efficient, productive and economic service to the public.
4. To avoid real or potential conflicts between private and public duties, remembering that the public interest must be the principal concern.
5. To make sure government decisions and policies are proposed in the proper channels of government structure.

As revisions or additions to this manual become necessary, the City Clerk's Office will update all employees with such changes, and it is the responsibility of the City Clerk's office to maintain the manual in an up- to-date fashion. If there are any questions concerning this manual, please contact the City Clerk's Office.

In regard to maintaining this Code of Ethics; any City employee's failure to comply with the policies and procedures in this manual may result in disciplinary action(s), up to and including termination, in accordance with the City of Pryor Creek Personnel Manual Policies and Procedures.

SECTION I – AUTHORITY TO PURCHASE

A requisition for purchase of supplies, equipment or services shall be approved only by a person who has been properly authorized by the City of Pryor Creek administration in accordance with established City policy. The Mayor, City Clerk, and designated Purchasing Agent have full authority to question the quality, quantity, kind, and source of materials and services being requisitioned. After receipt of the requisition and any accompanying documents, the Purchasing

Agent will competitively procure said goods and/or services in accordance with the following procedures:

- A. **Purchases by the City Mayor and Department Heads:** Department Heads shall be authorized for one-time purchases up to \$1,000.00, and the Mayor shall be authorized for one-time purchases up to \$2,500.00. Such purchases shall be placed using routine Purchasing procedures. Depending on the nature of the items to be obtained, quotes written, fax, or by electronic means may be required by the Purchasing Agent. Department Heads or other authorized employees have the authority to approve purchases under their purchasing limit if the process is fair and reasonable. It is the Department Head's responsibility to ensure that unencumbered funds are available, and the most competitive prices are being obtained for purchases under their purchasing limit. All purchases, regardless of dollar amount, will require a requisition.
- B. **Purchases exceeding \$2,500.01 and up to \$24,999.99:** The department shall solicit prices and delivery dates by mail or by electronic means. A minimum of three (3) written quotes shall be obtained from vendors or sufficient justification to warrant a sole source or sole brand (see Section I, Item G, page 9 of this manual). The department shall make a written evaluation of criteria considered in selection of the vendor for the purchase. All awards shall be based on lowest and best or best value criteria with approval from the City Council before any expenditures are incurred.
 1. *Request for Quote (RFQs)* will use written quotes when the City knows what specifications they need, and those specifications can be adequately met by multiple suppliers. RFQs are often used for products such as vehicles, heavy equipment, pumps, iron fittings, and occasional services like janitorial and mowing. The award typically goes to the lowest price – given the specifications are met.
- C. **Purchases greater than \$25,000:** Purchases exceeding \$25,000 shall be acquired by Request for Proposal (RFP) or Request for Bid (RFB). Request shall be reviewed with scope of work detailing the project's needs and evaluated by internal employees overseeing the project or service before publicly advertising. Purchases exceeding \$25,000 will require explanation of fiscal impact and City Council approval before any expenditures are incurred.
 1. *Requests for Proposals (RFPs)* are used for qualitative services, including technology services, and economic development consultancies, among others. For these services, considerations such as expertise, staff capacity and skill, creativity, and past performance are critical and factor heavily into bid evaluation in addition to price. RFPs will match their specifications and scopes of work to evaluation criteria and performance metrics.

2. *Requests for Bid (RFB)* require a sealed bid process and will follow the process set forth in Section III. RFB evaluations are determined by pricing. RFB will have a clear description of the project's scope, requirements and proposer qualifications.
- D. **CONSTRUCTION-MANAGER-AT-RISK:** Projects exceeding \$25,000 including tax and all costs shall be done either through a sealed bid process (design-bid-build), or a Request for Qualifications Construction-Manager-at-Risk process in accordance with the Public Competitive Bidding Act of 1974.
- E. **EMERGENCY PURCHASES:** Department heads may make emergency purchases in cases that have or could impose significant provable loss to the city or where human life, or property is endangered. When an emergency condition arises, and the need cannot be met through normal purchasing methods, the emergency purchase shall be made with such competition as is feasible under the circumstances. The person responsible for the emergency purchase shall attempt to obtain prior approval from the Purchasing Agent, City Clerk or Mayor and make a written determination stating the basis of the emergency purchase and for the selection of the contractor. This statement shall be attached to the requisition submitted at least 10 days after the emergency purchase occurs.
- F. **PETTY CASH:** Petty cash purchases may be made by departments upon the approval of the City Clerk. The City Clerk may authorize expenditures that exceed \$50.00 where the need for such expenditures is clearly stated and the best interest of the city would be served. Petty cash reimbursements cannot be made for the following:
1. Reimbursements for personal money spent by City employees for City purchases without prior approval from the Purchasing Agent.
 2. Services rendered by City employees.
 3. Reimbursement for employees for sales tax paid on purchases.
 4. Travel and/or lunch expenses.
 5. Each Petty Cash purchase must be recorded on a Petty Cash Voucher and accompanied by appropriate documentation of the sale, including for example, a cash register tape imprinted with the vendor's name or a written sales receipt. Petty Cash is established to expedite miscellaneous purchases and to pay small bills which need not be handled through regular purchasing procedures. These funds are not to be used for the purpose of circumventing the purchasing procedures of the City.
- G. **SOLE SOURCE or SOLE BRAND PURCHASES:** Certain purchases can qualify for "sole source" OR "sole brand". *Sole source* means a purchase which, by specification, restricts the purchase to one supplier. *Sole brand* means a purchase that by specification restricts the purchase to one manufacturer or brand name. These purchases are to be treated as exceptions to normal bidding procedures. Many manufacturers sell their

products through distributors; therefore, the requestor should verify if the manufacturer has multiple distributors. If there exist multiple distributors then quotes should be sought among those distributors. Signed documentation by department heads verifying the reason for sole source sole brand must be included with the purchasing requisition.

- H. **LEASE RENTALS AND LEASE-PURCHASE:** Equipment should be leased or rented only when the item in question is to be used for a short period, or when factors make purchasing uneconomical or impractical. No lease agreement will normally exceed a period of twelve (12) months; however, acquisitions by this method may be subject to a clause granting the option to renew.
- I. **SERVICE/MAINTENANCE AGREEMENTS:** Maintenance or service agreements may be obtained for any equipment or software which requires regular maintenance or service for continuous, efficient operation. Equipment typically covered by service agreements includes such items as office equipment such as copying machines, computing equipment, software, etc.
- J. **SPLITTING OR STRINGING PURCHASES:** *Splitting or stringing purchases is the practice of issuing multiple purchase orders, petty cash transactions or requisitions for purchasing like items and services or separating a complete project, with the willful intent to circumvent the purchasing policy. Splitting or stringing purchases is a violation of city policy and state law. Persons discovered splitting or stringing purchases may be subject to discipline up to and including termination. **THIS PRACTICE WILL NOT BE TOLERATED***
- K. **COOPERATIVE PURCHASING:** When it is in the City's best interests, the City may enter cooperative purchasing arrangements for acquisition of goods and services with any public entity or group and execute respective contracts under those agreements providing the procurement methods and procedures of such entity or group are comparable to those of the City and consistent with state law. The City may also use pre-existing procurement contracts of public entities or groups when the procurement methods and procedures are comparable to those of the City and state law, and all parties (sellers and buyers) agree that the City is eligible for pricing, terms and conditions of these agreements.
- L. **CONTRACTS:** State contracts and GSA contracts are bids that were completed by the state and federal government. They are available for use by cities, churches, and schools. These bids have competitive prices and should be used when items ordered are not covered by existing bid.
- M. **NON-COLLUSION CERTIFICATIONS:** A certification shall be included with any competitive bid and/or contract exceeding \$25,000.00 submitted to the City for goods or services. The bidding entity shall certify as follows:

“For purposes of competitive bid or contract executed by the city for an acquisition in excess of the fair and reasonable acquisition threshold amount, I certify:

1. I am the duly authorized agent of the above-named supplier or bidder, for the purpose of certifying the facts pertaining to the existence of collusion among and between bidders and suppliers and city officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in connection with the prospective acquisition;
2. I am fully aware of the facts and circumstances surrounding the acquisition or making of the bid to which this statement relates and have been personally and directly involved in the events leading to the acquisition or submission of such bid; and
3. Neither the business entity that I represent in this certification nor anyone subject to the business entity’s direction or control has been a party:
 - a. to any collusion among bidders or suppliers in restraint of freedom of competition by agreement to bid or contract at a fixed price or to refrain from bidding or contracting,
 - b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. to any discussions between bidders or suppliers and any city official concerning exchange of money or other thing of value for special consideration in connection with the prospective contract.

I certify, if awarded the contract, whether competitively bid or not, neither the business entity I represent nor anyone subject to the business entity’s direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of this City any money or other thing of value, either directly or indirectly, in procuring the contract to which this statement relates.”

N. BID BONDS—SECURITY: Each Bid must be accompanied by a certified or cashier's check or bid bond in an amount equal to five percent (5%) of the total amount of the Bid and all Alternates as a guarantee that, if awarded the contract, the Bidder will execute the contract and furnish bonds and insurance as required in these instructions. An Irrevocable Bid Letter of Credit used as bid security must be issued by a financial institution insured by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation on a form obtained from the Owner. The certified or cashier’s check must be included with the sealed bid. The City reserves the right to hold the bid security of the three (3) lowest Bidders until the successful Bidder has executed the contract and furnished the required bonds and proof of insurance. No bid security is required if the

total of the Base Bid and Alternates is Twenty-five Thousand Dollars (\$25,000.00) or less.

SECTION II – PURCHASES

A purchase is an action taken by departments to secure materials, supplies, equipment and services to keep their departments and/or operations in working order daily. All purchases are to be secured by the following means:

- A. **REQUISITION:** A Requisition is required to initiate a purchase and must be approved by the department head. The Requisition shall list the vendor being selected, where to deliver the goods ordered and when the goods are to be delivered. The requisition shall also list the quantity, unit of measure and cost. For purchases exceeding \$2,500.00 departments must attach quotes to the requisition. If the department is recommending buying from other than the low quote, the “Comments” section must be used to explain the reason or grounds for their decision. No expenditures shall occur without first being granted the appropriate approval as outlined in policy.
- B. **PURCHASE ORDER:** A Purchase Order will be generated upon receipt of a Requisition by the Purchasing Agent and all approving authorities established; the requesting department will receive a purchase order number for their distribution to the vendor. In the event a Requisition is returned to the requesting department, comments will be added as to why the request was denied or to request additional information. No work shall begin, no goods or services shall be purchased, and no items shall be shipped by a vendor prior to issuance of a complete written purchase order. The City will not be liable for payment to any vendor or entity in such a situation.
- C. **BLANKET PURCHASE ORDER:** Blanket Purchase Orders will generally be initiated only at the beginning of the fiscal year. A Blanket Purchase Order is used for a vendor where purchases are made on a regular basis. If during the fiscal year a department decides to generate a new Blanket Purchase Order, the department must submit a new requisition to the Purchasing Agent or request an increase for an existing Blanket Purchase Order.
- D. **PURCHASING CARD (P-CARD):** Purchasing Cards, or P-Cards, are credit cards that allow employees and departments across the City of Pryor Creek to purchase small-dollar goods and services. It also allows travel arrangements and expenses to be diligently accounted for. The Purchasing Card Program is the City’s preferred payment method for several reasons: P-Cards lessen the need for petty cash funds, direct pay requests, and papers checks—and rebates for the City. Cardholders can purchase what they need securely; vendors receive payments for such purchases more quickly; and all transactions are recorded electronically. Additionally, each Cardholder must submit an application and

receive approval before being issued a P-Card, which unlike cash or checks, has set dollar amount limitations and commodity restrictions.

While P-Cards offer a greater level of control than other payment methods, there still lies inherent risk in permitting money to be spent across an organization. For this reason, each transaction made with a P-Card undergoes the Purchasing approval process, wherein the transaction(s) must be properly requisitioned by the Cardholder's department administrator and reviewed by his/her Department Head.

All receipts and/or invoices for P-Card transactions must be submitted to the Purchasing Agent by the 7th of each month following the month in which the transaction takes place.

SECTION III – BIDDING

Bidding is the method of purchasing goods and services through formal written solicitations. The City of Pryor Creek requires bidding on all purchases in excess of \$25,000.00. All formal requests for prices in the form of bids and proposals for all materials, supplies, services and equipment purchased must be made by the Purchasing Agent.

- A. **REQUEST FOR BIDS (RFBs):** Request for Bids is issued when specifications are of a nature that the award is to be made upon low bid meeting specifications. Request to Bid shall include a general description or specifications of the articles to be purchased, the location and times Bid Packages may be obtained and state the date, time and place of the bid opening. Invitations to Bid shall also be sent to potential bidders. A list of potential bidders shall be created by the department soliciting the bid and forwarded to the Purchasing Agent as part of the bid package. Request for Bid shall be advertised at least once in the local newspaper. The advertisement for bids shall appear in the publication no less than ten (10) days prior to bid opening.
- B. **INSTRUCTIONS TO BIDDERS:** All bid packages shall include Instructions to Bidders properly notifying the bidder of City of Pryor Creek policies and procedures related to bidding.
- C. **PRE-BID CONFERENCE:** If the Department Head and the Purchasing Agent consider the specifications complex or controversial they may conduct a Pre-Bid Conference. The Purchasing Agent will invite potential bidders and run a legal notice in the newspaper to invite any other potential bidders. The purpose of the Pre-Bid Conference is to explain the City of Pryor Creek policies, procedures, specifications and hear and resolve questions from prospective bidders. The City may determine that it is in their best interest to require the attendance of the pre-bid conference mandatory. In such cases, bidders who do not attend the mandatory pre-bid conference will not be allowed to bid. In no case will bidders be allowed to make a separate appointment, conference,

conversation, or consultation with any City official to review details of the bid or do a site review.

- D. **SPECIFICATIONS:** The Purchasing Agent and the Department Head are jointly responsible for review of specifications. The requesting department will be responsible for preparation/typing of specifications. The specifications shall state the standards acceptable to the City, but shall not be overly restrictive so as to limit the number of bidders. Brand names may be used as a guideline; however, vendors are invited to submit items of equal or greater value/performance. No specification will be allowed that is Brand/Model specific.
- E. **BID PROPOSAL FORMS:** All bids shall be submitted on a bid proposal form supplied by the city. The Bid Proposal shall also include Bidder, Business Relationship and Interest Affidavits. The Terms and Conditions of the City of Pryor Creek will also be included. Failure to sign and notarize these forms will result in bid being invalid and rejected from consideration. If several items are being bid at one time and a vendor cannot bid on all items, the vendor should mark all items on which they are not bidding with the words “No Bid”. Care should be taken that all amounts on the bid are correct. Extensions (sum total of multiple items) should be checked to ensure accuracy. Prices must be in ink or typewritten. Any corrections must be initialed in ink by the person signing the original bid proposal. In case of a difference between unit price and extension, the lowest price shall be deemed correct. An appropriate officer or employee of the company bidding must sign the proposal.
- F. **SAMPLES:** If samples are to be submitted with a bid, they will be held until a bid award is made. Should a vendor wish to submit a sample for trial use, the product must be presented at no cost or obligation to the city.
- G. **SUBMITTING BIDS:** All bids must be sealed and marked as indicated in the Instructions to Bidders and must be received before the time stated for the opening of bids. As a safeguard against tampering with bids, the Purchasing Agent, or a member of the City Clerk’s office shall stamp the sealed envelope containing the bids. Bids shall be kept in the possession of the Purchasing Agent until the time specified for opening. Under no circumstances shall the bids leave the Purchasing Agent’s control until after the bids are opened and publicly read aloud. FAXED or ELECTRONICALLY MAILED (e-mail) BIDS SHALL NOT BE ACCEPTED.
- H. **WITHDRAWAL/CHANGE OF BIDS:** Bidders have the right to withdraw their bids or to make changes to their bid prior to the bid opening. A bidder may withdraw his bid by submitting a written request to the Purchasing Agent. No bid may be withdrawn after the closing time for receipt of bids. Changes to bids shall be accomplished by submitting a new Bid Form with the notation “Revised Bid” and the date of submission to the Purchasing Agent prior to the bid opening. This change shall be submitted in a separate

envelope marked the same as the original bid with the words “Revised Bid” and the date the revision is submitted. At the bid opening, the Purchasing Agent shall announce that a revision has been submitted and the date the revision was submitted. Upon opening the bid, the Purchasing Agent shall open the envelope with the revision, read the revised price, and add the revised form to the original bid packet.

- I. **OPENING OF BIDS:** Bid proposals will be publicly opened and read aloud in a designated place on the date and time specified in the Invitation to Bid. The Purchasing Agent or authorized representative shall preside at all bid openings. The Department Head involved, or the Purchasing Agent and prospective bidders shall witness the bid openings. Upon opening, all bid packages become a matter of public record and will be available for further inspection in the office of the Purchasing Agent.
- J. **LATE BIDS:** No bids shall be accepted after the stated time of the bid opening. Any bid received late shall remain unopened and returned to the bidder.
- K. **TABULATION AND ANALYSIS:** After opening bids, the Purchasing Agent shall provide all bids to the Department Head involved. The City Clerk’s Office shall tabulate the bids to include the name of the bidder, the bidder’s address, unit prices and total bid price. Original bids, along with the tabulation, shall be sent to the requesting department. After review by the Department Head the bid with recommendation shall be returned to the City Clerk’s Office and made available to any interested parties. If an award to other than the lowest bidder is recommended by the Department Head, justification must be made in writing. The following factors shall be used in determining the lowest responsive bid:
 - 1. The ability, capacity and willingness of the bidder to furnish supplies, materials and equipment or to fulfil the contract or provide the service required.
 - 2. The quality, availability and adaptability of the supplies, materials, equipment or services to the particular use required.
 - 3. The ability of the bidder to provide maintenance and service.
 - 4. The amount and conditions, if any, of the bid.
 - 5. Previous experience providing products or services to the City of Pryor Creek.
- L. **REJECTION OR WAIVING TECHNICALITIES IN BIDDING:** The City of Pryor Creek reserves the right to reject any and all bids and to waive technicalities in bidding if such an action is deemed to be in the best interest of the city. The ultimate authority to accept, reject or waive technicalities rests with the Mayor, after consultation with the City Attorney.
- M. **AWARD OF BID:** The City Council has the final authority in awarding bids. After the City Council has voted to accept the most responsible bid, the Purchasing Agent, or appropriate City Clerk Designee shall issue a Purchase Order to the successful bidder.

The Purchase is not completed until the vendor receives the City of Pryor Creek Purchase Order.

Once bids are opened, the City Council shall determine if they wish to award a bid or reject all bids. If the City wishes to reject all bids, the process shall begin as a new bid process but should include any language needed to receive more suitable bids. At no time shall any city official allow the acceptance of bids at a later date, without following the bidding process.

Bids shall include language that indicates that the City has a right to reject all bids including but not limited to pricing that exceeds expectations established.

- N. **APPEAL AND INSPECTIONS OF BIDS:** A bidder wishing to appeal a bid award must present a written appeal to the Mayor within five (5) calendar days of the bid opening.
- O. **RECEIPT OF ONE BID:** When only one bid is received for the purchase of an item or group of items, the Purchasing Agent shall review the bid and determine the reason why only one bid was received. If the applicable department determines that a second request for bids would not be in the best interest of the City of Pryor Creek, the requesting department may make a recommendation in writing to the Purchasing Agent for approval by the City Council.
- P. **NO BIDS RECEIVED:** In the event no bids are received, the Purchasing Agent shall advise the requesting department. The requesting department and the Purchasing Agent may negotiate the purchase at the best possible price within the limit of all statutes, City of Pryor Creek, purchasing guidelines, and in accordance with good business practices.
- Q. **EXEMPTIONS:** In some instances, it will be difficult or result in unnecessary effort to conform to the previous regulations. Examples would be the purchase of office furniture or carpeting to match existing ones; the purchase of a second item, the first of which had been bid previously in the same fiscal year. If the Department head believes that compliance with these regulations would result in undue, unnecessary effort, they shall contact the Purchasing Agent and explain their reasoning. The City Council may grant exemptions from the foregoing rules if conformance with the regulations would result in undue hardship or unnecessary effort to the city.
- R. **PUBLIC COMPETITIVE BIDDING ACT OF 1974:** As required by state law, certain purchases made by the City of Pryor Creek must comply with the provisions of the Public Competitive Bidding Act of 1974 (“the Act”). To the extent that any purchases made by the City are covered by the Act, the provisions stated there shall preempt this policy where there is a conflict.

SECTION IV - REQUEST FOR PROPOSALS (RFPs)

Request for Proposals are issued when the specifications or scope of work is complex and/or when subjective factors, other than price alone, are to be used in the evaluation for award. The procedures and factors taken in RFB's will apply also to RFP's except evaluations of bids and/or proposals will have different determining factors in award of each.

A. **PROFESSIONAL SERVICE CONTRACTS:** The purchase of professional services must be treated differently than the purchase of hard goods. In the purchase of hard goods, it is generally accepted that the lowest responsible bidder meeting specifications is awarded the bid. In purchasing services, there are no specifications as such, therefore, emphasis should be on accurately evaluating the capability of the firms and/or persons that are interested in performing the services. The RFP should include the following:

1. A work statement or performance specification.
2. Time frames in which the work is to be completed.
3. Specific criteria to be used in evaluating the proposal.
4. These criteria can cover the offer's proposed approach to accomplish the work, management capability and price.

The RFP should request the provider to provide the following information:

1. An understanding of the problem or program; the work to be done; and, the approach to be used to achieve the objectives, including, detailing of task involved in the provider's approach.
2. Facility and capability data, including related experiences and resumes of key personnel.
3. Time frame of milestone accomplishment.
4. Pricing including a flat fee or percent and any incidentals (mileage, per Diem, etc.).

In evaluating proposals and recommending award, and unless otherwise stated in the RFP, the following criteria should be used:

1. General Quality and Responsiveness:
 - a. Responsiveness to terms, conditions and time frames.
 - b. Completeness and thoroughness.
 - c. Grasp of the problem or of work to be performed, and of approach to be used.
2. Organization and Personnel:
 - a. Evidence of good organizational and management practices.
 - b. Qualifications of personnel.
 - c. Experience and past performance.
3. Price and Proposal Price Breakdown or Price Range and Cost Schedule:

- a. They are NOT Bids, they are proposals and, as such, can be negotiated subsequent to opening.
- b. The submission of pricing information is NOT synonymous with competitive bidding, whereby price is the primary evaluating factor and the low responsible bid is accepted. Cost, in many instances, can become a secondary consideration.

Professional Services Contracts should be used for the procurement of services, not products or construction/renovation. Professional Service contracts are to be used for the following types of services: consultants, entertainers, lecturers, facilitators, clinical supervisors, accountant, physicians, dentist, and attorneys.

SECTION V – GENERAL GUIDELINES

- A. **TRANSPORTATION AND DELIVERY CHARGES:** All shipments should be F.O.B. (Free on Board) unless otherwise stated, i.e., the City will not pay transportation or delivery costs. If an exception to this is made, The Department Head shall make every effort to determine any transportation or delivery charges prior to processing a Purchase Order request. The City of Pryor will not pay any fuel surcharges or other non-identified costs once a purchase order is issued for goods or any services.
- B. **INSPECTION AND TESTING:** The inspection and testing of delivered materials and equipment should occur at the time of delivery. Departments should exercise care to ensure that the quantity and quality of the delivered goods are as ordered. Any discrepancies between the order and the receipt should be noted by the Department Head or authorized representative. Upon receipt of goods and services ordered, and if in good condition, departments will receipt against the issued Purchase Order and/or Blanket Purchase Order and forward the invoice to the City Clerk for final processing and payment.
- C. **SUFFICIENT FUNDS:** No purchase(s) shall be made unless sufficient unencumbered appropriations are available for payment. It is the responsibility of the Department Head to ensure that sufficient unencumbered funds are available prior to issuance of a Purchase order. If an item or service is needed and funds are not available, the Department Head must contact the City Clerk, who will work with the Mayor and Purchasing Agent for a proper course of action, prior to the issuance of a Requisition and Purchase Order.
- D. **PROHIBITIONS:** Employees are prohibited from purchasing any item in the name of the City of Pryor Creek for personal use. Employees are further prohibited from using their status as a City of Pryor Creek employee to coerce special consideration in the purchase of goods and/or services for personal use. Failure to comply with this rule may result in disciplinary action taken by the Department Head.

- E. **VENDOR RECORDS:** Vendor records will be established by the City Clerk’s Office. Establishment of all new vendors requires submission of a W9 Form from the vendor. It shall be the responsibility of the Department involved to obtain the completed W9 form from the vendor and forward it to the City Clerk’s Office. Miscellaneous vendors are to be used for refunds, etc. Miscellaneous Vendors cannot be used on requisitions and these requests need to be addressed to the City Clerk’s Office prior to use.
- F. **VENDOR LIST:** Will be established in the City Clerk’s Office for bidding purposes, quotations and or purchases. Vendors requesting to be placed on the bidders list must complete the Bidders Registration Form.
- G. **DISPOSAL OF SURPLUS PROPERTY:** Any department or division with the city, upon determining that any item, except those expressly listed below, is surplus to its needs, shall report this to the City Clerk. When the City Council, by resolution, determines that any property, real or personal, then owned by the City has become surplus to any foreseeable need or use, the City may sell such property, subject to such regulations as may be prescribed by ordinance or resolution.
1. The below items shall be disposed of, and no costs or fees sought, so long as the requirements for receiving such items are met:
 - a. Any sworn-member of the Pryor Creek Police Department who completes twenty (20) years of service, as either a paid, reserve, auxiliary, or volunteer, or any combination thereof shall be entitled to receiving: their most recent issued ballistic vest panels with any carrier(s) or accessories therefore attached; their department issued police badge(s); their department issues side-arm/pistol.
 - b. Any member of the Pryor Creek Fire Department who completes twenty (20) years of service, as either a paid, reserve, auxiliary, or volunteer, or any combination thereof shall be entitled to receiving: their most recent issued “bunker” and “turn-out” gear; their issued helmet(s); their department issued fire badge(s).
- H. **ADHERENCE TO POLICY:** All Departments will be required to strictly adhere to all procedures contained in this manual. It will be the Department Head’s responsibility to ensure compliance within their department.

CITY OF PRYOR CREEK EMPLOYEE TRAVEL POLICY

The purpose of the City of Pryor Creek Travel Policy is to establish policies and procedures for in-town and out-of-town transportation for employees and city officials.

BACKGROUND: City employees use city-owned and, occasionally, privately-owned vehicles (POVs) to perform their duties. Cost for acquisition and operation of vehicles represents a substantial investment for city government. A policy is needed to assure proper assignment and utilization of these vehicles. This policy pertains only to vehicles used primarily for transportation. It does not pertain to police cars, fire trucks, trucks one-ton and larger and other similar work vehicles.

I. PROCEDURES: IN TOWN TRAVEL

- A. **PERSONAL OWNED VEHICLE:** City employees are authorized use of either a city vehicle or privately owned vehicle (POV) for transportation in their performance of official business. The availability of city vehicle and the type of transportation authorized will be based upon the needs of the city. Employee convenience is not a consideration.
- B. **LICENSE REQUIREMENTS:** A valid Oklahoma driver's license is required to operate a city vehicle or POV used on city business. City policy requires that department directors verify that employees driving on city business possess a valid license.
- C. **INSURANCE REQUIREMENTS:** Current valid vehicle insurance with minimum coverage, as established by Oklahoma law is required for use of POV.
- D. **Types and Standards of Transportation Authorization:**
 - 1. Type 1 – A city vehicle assigned to an individual for city business or a portal to portal (to and from residence) basis. To receive this authorization the employee must be required to attend after hours meetings or respond to emergency situations on a frequent basis. Mayor approval is required.
 - 2. Type 2 – A city vehicle assigned to an individual for transportation in the performance of official business. Required for official duties, cannot be driven portal to portal; requires department head's approval.
 - 3. Type 3 – The reimbursed use of a POV for official city business at an established rate. Employee must have a recurring transportation requirement and no city vehicle available in order to receive regular reimbursement. Funding must be included in the

department budgets. The employee shall have in effect public liability and property damage insurance as required by the state. Mayor approval is required on an annual basis.

E. Reimbursements for Use of Privately owned Vehicles (Type 3)

1. Mileage will be paid in accordance with the mileage rates set forth in attachment A within the travel forms.
2. An employee authorized Type 3 transportation will keep a record of all mileage driven while on city business. Beginning and ending odometer reading will be recorded for each trip.
3. At the beginning of each fiscal year an estimated amount will be encumbered for regular POV usage based upon the prior year's mileage, and a requisition will be prepared prior to the end of the fiscal year. Recorded mileage will be submitted to the department head for approval in the case of regular POV usage. A copy of the approved mileage record will be submitted to the City Clerk with the assigned purchase order number recorded on the document in order for payment to be processed. Out of town POV mileage will be submitted on the Out of Town Travel Expense Statement and submitted to City Clerk with the assigned purchase order number recorded on it for payment.

II. OUT OF TOWN TRAVEL:

A. General Provisions:

1. Travel arrangements and payment of travel expenses will be made in accordance with guidelines established here in.
2. Funds for travel expenses will be included in the approved annual budget.
3. The Mayor may grant leave with pay, together with necessary travel and expense allowances, to employees to leave the city for official city business to attend conferences, schools and similar events.
4. The Mayor, Council, and other officials serving on municipal boards, commissions, and committees, or assisting the city in an advisory capacity shall have necessary travel and expense allowances paid by the city when out-of-town travel is required to discharge their official responsibilities.
5. Travel expenses shall be paid only for officials representing the City of Pryor Creek. Expenses for spouses, friends, and business associates will not be reimbursed. An exception to this policy is provided for in paragraph II 2d of this policy which authorizes the Mayor to approve payment for another person's meal.
6. With the exception of elected officials, no more than one employee of a department will be authorized to attend the same out of state conference, seminar, or other such meeting. Exceptions must be approved in advance by the Mayor.

B. Allowance

1. Transportation

- a. Air transport shall normally be air-coach class. First class is not an option. Whenever possible, air travel for city business will be departure from and return to the Tulsa International Airport. Short trips may be made in city vehicle or in a POV. Should traveler want to drive a POV to a distant location, he/she must do so without costing the city time or travel funds in excess of the lowest costs of airfare.
- b. The department is responsible for making transportation arrangements.
- c. a) City vehicles which are available to city officials are expected to be used for short trips. Department directors will determine whether a city vehicle in suitable mechanical condition is available for the trip. Expenses involved in operating the city vehicle, i.e., fuel and repair costs, will be reimbursed. The traveler, with approval of the department director, may elect for his own convenience to drive his personal vehicle even if it has been determined that a city vehicle is available. In this instance, the amount paid to the traveler will be one-half the standard mileage rate.
- d. b) When more than one (1) individual is traveling to the same event/activity covering the same time period (s) the city shall either supply a city vehicle or the expense for one (1) POV in accordance with II 2a (3)
- e. c) The City will reimburse travelers who drive POV at the GSA mileage rate. In addition to the mileage rate, the city will pay for tolls, meals, and lodging while en route, but the total reimbursement for en route expenses may not exceed the cost of coach class airfare, plus transportation costs to and from the airport. Should the total travel expense be less than coach class, the actual expense is the amount which will be reimbursed. When traveling POV, reimbursement for expenses incurred after arrival at the destination will be made for the time period that would have been involved if the traveler had flown. This time should be, at the most, one day before and one day following a meeting.
- f. Insurance
 - i. Insurance - Persons authorized to travel in a personal vehicle shall have the minimum insurance coverage required by the State of Oklahoma. A statement that the owner has the minimum insurance coverage will be signed on the Out of Town Travel Authorization Request from (Attachment B) when the traveler requests use of a POV.

C. Lodging

1. Lodging – The city will pay the normal cost of hotels and motels. Normal means the cost of single occupancy without special accommodations, i.e., suites, sitting rooms,

movies, or other higher costs arrangements. Only business telephone calls are reimbursable.

D. Meals

1. Meals – When gone for a full day (7:00 a.m. – 7:00 p.m.), payment for meals will be on a per diem basis. Per Diem amounts are shown in Attachment A within the travel forms. Amounts shown include foods, taxes and tips. Receipts for meals are not required. Reimbursement will not be made for meals provided on an airline or during a conference, seminar, or convention when prices of the meal is included in the registration or otherwise provided at no charge. The city will pay for breakfast if the traveler departs by 7:00 a.m. or earlier. The city will pay for lunch if the traveler is out of town between the hours of 11:00 a.m. and 1:00 p.m. Reimbursement and payment for dinner will be provided if the traveler has not returned by 7:00 p.m. Payment for another person’s meal may be requested when the travel claim is submitted. A statement justifying the expense must be attached and submitted to the Mayor for approval.

E. Miscellaneous

1. Miscellaneous – Registration, tuition, taxi, Uber, Lyft, parking fares, bus fares, tolls, gratuities, except for meals, and other fees or items necessary in the performance of official business are reimbursable.
2. Alcoholic beverages, including beer of any alcoholic content, wine, and cocktails plus cover charges for entertainment are not reimbursable travel expense.

III. Administration

a.) Out-of-town travel must be approved by the department director, requisitions submitted and purchase order numbers assigned prior to payment for registration or travel costs. The Mayor must approve travel requests for department directors, and all requests for out of state travel. Request for out of state travel for seminars, workshops, schools and training that is submitted to the Mayor must also be accompanied by a course description. Department heads may take out-of-town “one day” trips without approval by the Mayor. The Out-of-Town Travel Authorization Request, shown as Attachment B, will be used to request the travel. The request, when possible, must be submitted at least two (2) weeks prior to the travel. The Mayor may approve exceptions based on emergencies.

b) In those cases where an individual wishes to drive a POV to a distant location, the provisions of paragraph II 2a (3) of this policy shall apply. In addition, the costs of the lowest class airfare must be indicated in parenthesis after the estimated mileage expenses shown on the Outof-Town Travel Authorization Request.

c) The traveler may submit for travel funds in advance up to thirty (30) days prior to departure; the funds will not be paid more than two weeks prior to departure. Advance

travel can be obtained for all anticipated expenses except airfare. A separate requisition will be processed for payment of airfare. To receive advance travel, a purchase requisition must be submitted and a purchase order number assigned, at which time the Out-of-Town Travel Authorization Request will be submitted to the City Clerk. Traveler will indicate on the request the amount of advance requested.

d) Within ten (10) days of return, the traveler will submit to his supervisor an Out-of-Town Travel Expense Statement, with expenditures receipts attached. Receipts, or an itemized signed statement, must be attached for all expenditures except meals. If a Pike Pass is used for tolls, no receipts are required. If receipts have not been obtained then the traveler must identify those expenses and provide an itemized signed statement for those expenses in order to be reimbursed. An itemized statement will only be accepted for parking and local transportation such as taxi or bus. If advance travel was received, a copy of the Out-of-Town Travel Authorization will be attached. If advance travel had not been paid, the original Out-of-Town Authorization will be attached.

e) If funds are due the traveler, they will be paid based upon the Out-of-Town Travel Expense Statement that will be submitted to the City Clerk upon completion of travel with the assigned purchase order number recorded on it and the Out-of-Town Travel Authorization attached. f) If the traveler owes the City money, it will be remitted to the City Clerk's Office and a receipt obtained. The receipt will be forwarded with the expense statement.

g) The City is authorized to make payroll deductions for collection of advanced funds not substantiated by receipts or an itemized, signed statement, unused funds or vouchers not turned in within ten (10) days of return. All travel documents with purchase orders will be kept on file in the City Clerk's office. The auditors will perform review random samples of purchase orders and documents related to travel.

ALLOWANCES FOR TRAVEL

CITY OF PRYOR CREEK

I. Mileage Rates

- A. Regular Travel as per GSA rates for fiscal year
- B. Convenience of Traveler as per GSA rates for fiscal year

II. Standard Meal Allowance

- A. Daily (Per Diem)
 - a. Oklahoma - as per GSA rates for fiscal year
 - b. Outside Oklahoma - as per GSA rates for fiscal year
- B. Individual Meal Allowance
 - a. Oklahoma - as per GSA rates for fiscal year

b. Outside Oklahoma - as per GSA rates for fiscal year