



**AGENDA
CITY OF HARRISONVILLE
FINANCE/PERSONNEL COMMITTEE
REGULAR MEETING
CITY HALL
OCTOBER 24, 2017
6:00 PM**

- I. Call to Order & Roll Call**
 - 1. Roll Call**
- II. Approve Minutes**
 - 1. Finance/Personnel Committee - Regular Meeting - Jul 10, 2017 6:00 PM**
- III. Agenda Items**
 - A. Purchasing Policy**
 - B. Refinancing Town Center TIF**
 - C. Billing & Payment Drop Off Time -- Move from 8 a.m. to 5 p.m.**
 - D. Collective Bargaining Ordinance**
 - E. Fund Balance Policy**
 - F. Gas Cards**
- IV. General Discussion**
- V. Adjournment**

Posted on City Hall Bulletin Board this 20th day of October 2017

Randall K. Jones, City Clerk

The Board of Aldermen meeting is an open meeting but is not a meeting of the public. There is a place on the agenda for comments of citizens under PUBLIC PARTICIPATION. Our rule is that comments by any individual or group shall not exceed (4) minutes. The Board of Aldermen request that concerns be initially addressed at the appropriate action level before coming to the Board of Alderman



DRAFT
MINUTES
CITY OF HARRISONVILLE
FINANCE/PERSONNEL COMMITTEE
REGULAR MEETING
CITY HALL
JULY 10, 2017
6:00 PM

I. Call to Order

The meeting was called to order at 6:25 PM by Chair Brian Hasek

Attendee Name	Organization	Title	Status	Arrived
David Dickerson	Harrisonville	Member	Present	
Brian Hasek	Harrisonville	Chair	Present	
Clint Long	Harrisonville	Member	Present	
Brad Bockelman	Harrisonville	Member	Absent	
Judy Reece	Harrisonville	Member	Absent	

Others present were Happy Welch City Administrator, Marcella McCoy Finance Director, Randall Jones City Clerk Recording.

II. Minutes Approval

A. Finance/Personnel Committee - Regular Meeting - Aug 23, 2016 6:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	David Dickerson, Member
SECONDER:	Clint Long, Member
AYES:	David Dickerson, Brian Hasek, Clint Long
ABSENT:	Brad Bockelman, Judy Reece

III. Discussion

A. Investment Policy

Marcella McCoy Finance Director, gave explanation to members of updated investment policy along with recommendation from Mark Hammett with Commerce Bank to add other fixed income debt issued - Commercial Paper no more than 15% and Bankers Acceptance no more than 15%. Motion made to accept.

Minutes Acceptance: Minutes of Jul 10, 2017 6:00 PM (Approve Minutes)

Discussion - Mayor Hasek asked about the possibility of using credit card for some purchases that might generate 1% cash back and also about the use of pre-paid expense cards for aldermen and employees - need policy drafted.

RESULT:	RECOMMENDED AS A RESOLUTION [UNANIMOUS]
MOVER:	David Dickerson, Member
SECONDER:	Clint Long, Member
AYES:	David Dickerson, Brian Hasek, Clint Long
ABSENT:	Brad Bockelman, Judy Reece

IV. Adjourn

Motion by Alderman Dickerson and second by Alderman Long to adjourn. Meeting closed at 6:50 p.m.

 Brian Hasek, Mayor & Ex-Officio
 Chairman of the Board of Aldermen

ATTEST:

 Randall K. Jones, City Clerk

Minutes Acceptance: Minutes of Jul 10, 2017 6:00 PM (Approve Minutes)



TO: Finance/Personnel Committee
FROM: Happy Welch, City Administrator
DATE: October 4, 2017
SUBJECT: Amended Purchasing Policy

Type of Item: *Approval*

The State Audit report Section 4 was critical of the current Harrisonville purchasing policy and I am bringing a revised purchasing policy for your approval. With review help from Attorney Fairfield, we are establishing this policy outside of the code book but it will be published on the website and can only be amended by approval of the Board.

This policy establishes the following:

1. Sets up three different purchasing categories depending on the purchasing amount and the requirements for staff to make purchases in those ranges.
2. Establishes a procedure for procuring professional and maintenance services as recommended by the Audit.
3. Establishes a change order policy as recommended by the Audit.
4. Establishes a procedure for selling unused equipment online.
5. Is a blend of the best parts of the current policy and the proposed policy. The proposed language has been vetted by two different attorneys prior to this version and has been determined to follow state statute requirements.

1. Action Item (ID # 2657)

Amended Purchasing Policy

Attachments:

Purchasing Policy - Redline jf - SENT TO Happy 10-13-17 FINAL - CLEAN COPY (PDF)

Current Purchasing Policy (PDF)

Chapter 130

Section 130.020

Purchasing Policy

Article I.

Purchasing Policy, General Rules

This Purchasing Policy (or sometimes herein referred to as the “**Policy**”) is established pursuant to the authority granted in Section 130.020 Purchasing of the City of Harrisonville, Missouri (“City”) City Code.

1.1. Overview.

- 1.1.1. The purchasing/inventory office of the Finance Department, as directed by the City Administrator, is responsible for managing the procurement of goods and services for all City departments in accordance with applicable laws and regulations. This Purchasing Policy delineates the requirements and procedures set forth and adopted by the Board of Aldermen.
- 1.1.2. The City Administrator is ultimately responsible for the administration and oversight of the purchasing and inventory control activities of the City as governed herein and as may be further regulated by administrative operating procedures. The Finance Department is assigned specific responsibilities to work closely with individuals in the City and with vendors in supplying the requirements for all departments economically, effectively and as promptly as circumstances will permit.
- 1.1.3. Department supervisors who are responsible for budgets should simplify and expedite the handling of their requests for material and the reporting of items received and used by becoming familiar with the City's procedures and policies for procurement and inventory. Forms are provided for their use in requesting goods, acknowledging receipt of goods and disposing of goods. The following points warrant special attention:
 - 1.1.3.1. Plan for and schedule departmental needs and requirements.
 - 1.1.3.2. Describe accurately the quantity and quality needed on the accounting system form and specify end use.
 - 1.1.3.3. Initiate transactions well in advance of the critical date material is needed.
- 1.1.4. The City considers its vendors to be valuable assets. Sales representatives and vendors shall be treated with respect and dignity. They will be helpful in obtaining product and pricing information.
- 1.1.5. The City will attempt to save as much money as possible by combining orders for greater buying power and by standardizing and simplifying the products being purchased.

- 1.1.6. Procurement and purchasing procedures and administrative practices developed shall be uniformly standardized but sufficiently flexible to care for isolated unique conditions. Items commonly used in the various departments therefore shall be standardized whenever consistent in the interest of efficiency and economy. The necessity for pre-planning supply and equipment needs by using departments cannot be overemphasized.
- 1.1.7. It should be realized that, although the Finance Department will act as quickly as possible to obtain the requested approvals, there may be many factors involved in processing the requisition as soon as desired by a department supervisor. Cooperation of all individuals associated with purchasing, warehousing and issuing items for use will be necessary to ensure an effective and efficient operation.

1.2. Principal Functions.

The following list is the general overview of the purchasing functions of the Finance Department but is not intended to encompass the entire description.

- 1.2.1. Procure all equipment, supplies and services for the City as requested and approved by authorized personnel, as specified or authorized by the City Administrator, in a manner that will ensure maximum value for the money expended.
- 1.2.2. Administer and coordinate purchasing and property inventory policies and procedures throughout the City in accordance with this policy, and applicable laws and regulations.
- 1.2.3. Negotiate and execute purchase orders with the vendors to the best interest of the City.
- 1.2.4. Consolidate purchases of like or common items to obtain the maximum benefits.
- 1.2.5. Utilize all known contacts and sources to expedite deliveries of needed supplies and equipment.
- 1.2.6. Work with other departments of the City to promote better customer and vendor relations.
- 1.2.7. Exercise technical management of inventory control functions for all City departments.
- 1.2.8. Maintain master asset records for effecting perpetual inventory of all City property.
- 1.2.9. Develop and administer a program to advise all department supervisors and their employees on correct requisitioning procedures.
- 1.2.10. Provide department supervisors with information concerning the status of their requisition and purchase orders.
- 1.2.11. Approve purchase requests based on budgetary allocations and compliance

with City purchasing requirements.

- 1.2.12. Supervise a complete inventory of all City capital items and expendable items once every fiscal year.
- 1.2.13. Keep a complete record of deliveries, items on order, back orders, items used and account records.
- 1.2.14. Assist the City Administrator and department supervisors during the budget process by identifying cost estimates.
- 1.2.15. Assist the City Administrator and department supervisors in the preparation of bids and keep a record of these bids.
- 1.2.16. Provide supporting data to the Board of Aldermen for all procurements requiring their approval.
- 1.2.17. Provide all necessary forms for purchasing and inventory.

1.3. Annual Purchases.

The Finance Department may, after public notice, award annual bids for the purchase of services or supplies in which the charge per item will be a constant charge; and only the total number of purchases is undetermined (i.e., the purchasing of gas or contracting services on an hourly basis for welding, etc.) if the Finance Department determines same to be in the best interest of the City.

1.4. Local Buying.

Other things being equal, the City prefers to deal with local distributors or local sources. If an item is needed, local vendors need to be contacted to see if the items can be obtained from them as economically as out-of-town sources. The City shall have an agreement with the State of Missouri Cooperative Procurement Program for purchase of goods. Vendors shall be treated in a fair and businesslike manner with preference given to area vendors when all factors are reasonably comparable.

1.5. Bidders' List.

The Finance Department shall prepare and keep on file a bidders' list of all persons interested in selling to or contracting with the City to furnish supplies or services, and update such list on a regular basis.

1.6. Purchase of American-Made Goods.

The City shall not enter into any contract for the purchase or lease of manufactured commodities unless the contract contains a provision that any manufactured goods or commodities used or supplied in the performance of that contract or any subcontracts thereto shall be manufactured, assembled or produced in the United States, except under the following circumstances:

- 1.6.1. Where the specified products are not manufactured, assembled or produced in the United States in sufficient quantities to meet the requirements of the contract; or

- 1.6.2. The specific product cannot be manufactured, assembled or produced in the United States within the necessary time in sufficient quantities to meet the contract requirements; or
- 1.6.3. Where the costs of buying United States manufactured products would be more than ten percent (10%) over foreign made goods; or
- 1.6.4. Where the contract is for less than one thousand dollars (\$1,000.00).

1.7. Definitions.

As used in this Purchasing Policy, the following terms shall have the meanings ascribed to them:

- 1.7.1. Mayor – means the highest elected official of the City, as set forth in the City Code.
- 1.7.2. Board or Board of Aldermen – means the Board of Aldermen of the City, as set forth in the City Code.
- 1.7.3. City – means the City of Harrisonville, Missouri.
- 1.7.4. City Code – means the Code of Ordinances of the City.
- 1.7.5. Contractual Services - means personal services, all telephone, gas, water, electric light and power services, towel and cleaning services, leases for all grounds, buildings, offices or other space required by the using agency and the rental, repair or maintenance of equipment, machinery and other City-owned personal property. The term shall not include insurance, professional and other contractual services which are in their nature often unique and not subject to normal competitive bidding.
- 1.7.6. Cooperating Agency - means any department, agency, commission, bureau or other unit in the City Government not under the direction and control of the Board of Aldermen or part of any other governmental unit whether school district, special authority, other municipality, County or otherwise which cooperates with the City through its Finance Director in purchasing any items covered by this Policy.
- 1.7.7. Purchasing Policy or Policy – means all Articles, Sections, paragraphs, and language included herein and adopted by the Board of Aldermen by ordinance to be included in City Code Section 130.020, as amended from time to time.
- 1.7.8. Supplies - means all supplies, materials, equipment, commodities and capital outlays.
- 1.7.9. Using Agency - means any department, agency, commission, bureau or other unit in the City Government using Supplies or procuring contractual services as provided for in this Policy and which shall be under the direction and control of the Board of Aldermen.

1.8. Conflicts of Interest.

The Mayor and members of the Board of Aldermen shall, at time of election, advise the City Clerk, who shall notify the Finance Department, of all businesses in which the Mayor and/or Board of Aldermen have a ten percent (10%) interest or more. If at any time during the term of office of the Mayor or the Board of Aldermen they should acquire a business in which they have ten percent (10%) interest or more, they shall amend their affidavit with the City Clerk. All employees of the City shall also be required to file an affidavit with the City advising the City of any business in which they have or acquire a ten percent (10%) interest or more.

1.9. Acceptance of Gifts or Rebates.

The Finance Director and each officer and employee of the City is expressly prohibited from accepting, directly or indirectly, from any person to which any purchase order or contract is or might be awarded any rebate, gift, money or anything of value whatsoever, except where given for the use and benefit of the City.

1.10. Requisitions and Estimates — Emergency Requirements — Revision of Requisitions.

All Using Agencies, either by or with the authorization of the head of the agency, shall to the extent practicable file with the Board of Aldermen detailed requisitions or estimates of their requirements of Supplies and Contractual Services in such manner, at such times and for such future periods as the Board shall prescribe.

- 1.10.1. Unforeseen requirements. A Using Agency shall not be prevented from filing in the same manner with the Finance Director at any time a requisition or estimate for any Supplies and Contractual Services it needs that were not foreseen when the detailed estimates were filed subject to budgetary limitations.
- 1.10.2. Revision powers. The City Administrator may examine each requisition or estimate and may suggest revisions as to quality, quantity or estimated cost.

1.11. Emergency Purchasing Procedures.

- 1.11.1. In the event of an apparent emergency which requires immediate purchase of Supplies or Contractual Services, the City Administrator is empowered to secure by an Open Market Procedure as provided in Article IV., with the consent of the Mayor, at the lowest obtainable price, any Supplies or Contractual Services regardless of the amount of the expenditure. The City Administrator will contact the Board of Aldermen as soon as is practical and advise of the apparent emergency. A full report of the circumstances of an emergency purchase shall be filed by the City Administrator with the Board of Aldermen and shall be entered into the official records of the Board and shall be open to public inspection.
- 1.11.2. In the event of an actual emergency and with the consent of the Mayor, the head of any Using Agency may purchase directly any Supplies the immediate procurement of which is essential to prevent delays in the work of the Using Agency that may affect the life, health or convenience of citizens of the City. The head of the Using Agency shall send to the City

Administrator a requisition and a copy of the delivery record together with a full written report of the circumstances of the emergency. The City Administrator will contact the Board of Aldermen as soon as is practical and advise of the actual emergency. The report shall be filed with the Board and be made a part of the permanent records of the Board and be open to public inspection.

1.12. Single Source Purchasing Procedure.

The requirement of competitive bids or proposals for Supplies may be waived when the City Administrator has determined in writing that there is only a single reasonable source for the Supplies. Immediately upon discovering that other reasonable sources exist, the City Administrator shall rescind the waiver and proceed to procure the Supplies through the competitive processes as described in this Policy. A single reasonable source exists when:

- 1.12.1. Supplies are proprietary and only available from the manufacturer or a single distributor; or
- 1.12.2. Based on past procurement experience, it is determined that only one (1) distributor services the region in which the Supplies are needed; or
- 1.12.3. Supplies are available at a discount from a single distributor for a limited period of time.

1.13. Purchase Orders Required — Rejection of Non-Conforming Shipments — Approval of Invoices.

- 1.13.1. All purchases of Contractual Services and Supplies made pursuant to this Policy shall be on purchase order forms, and each purchase order shall reflect salient conditions of the purchases such as description, specification, unit purchase price, aggregate amounts, freight conditions and place of delivery.
- 1.13.2. A copy of all purchase orders shall be available to the Using Agency which will receive the Contractual Services or Supplies purchased, and the Using Agency shall reject delivery of any Contractual Services or Supplies which do not conform to the purchase order conditions and specifications.
- 1.13.3. All invoices for purchases made pursuant to this Policy shall be approved as being in conformity with the purchase order. Said approval will be made in accordance with procedures established by the Board of Aldermen.

1.14. Competitive Bidding Required For Purchases or Sales of Property.

All purchases and contracts for Supplies and Contractual Services, and all sales of personal property which has become obsolete and unusable shall, except as expressly provided in this Policy or by the City Code, be based wherever possible on competitive bids.

1.15. Inspections, Tests of Goods.

- 1.15.1. The Using Agencies under the authority of the City Administrator shall be responsible for ensuring that all Supplies and Contractual Services conform

to the specifications set forth in the order or contract.

- 1.15.2. The City Administrator shall have the authority to require chemical tests of samples submitted with bids and samples of deliveries which are necessary to determine their conformance with the specifications. In the performance of such tests, the City Administrator shall have authority to make use of laboratory facilities of any agency of the City or any outside laboratory.

1.16. Surplus, Report — Transfer or Sale.

- 1.16.1. At least annually, all Using Agencies shall submit to the City Administrator, at such times and on such forms as prescribed, reports showing stocks of all Supplies which are no longer used or which have become obsolete, worn out or scrapped.
- 1.16.2. The City Administrator shall have the authority to transfer surplus stock to other Using Agencies.
- 1.16.3. The City Administrator shall have the authority to sell all Supplies which have become unsuitable for possible use or exchange or trade the Supplies for new supplies in accordance with the procedures set forth in this Policy.

1.17. Board Approval of Contracts — Endorsement of City Administrator Required.

No resolution or ordinance shall finally be passed approving any contract for Supplies or Contractual Services (except for professional services) unless such resolution or ordinance shall contain the endorsement of the City Administrator on the face thereof indicating that proper Purchasing Policy procedures have been followed.

1.18. Subdivision or Change Order of Contract To Evade Requirements of This Policy Prohibited.

No contract or purchase shall be subdivided to avoid the requirements of this Policy, nor shall Change Orders exceeding 1% of the total approved bid amount be allowed without following the same Purchasing Policy procedures as included in this Policy or, in lieu of quotes or sealed bids where required, must be approved by the Using Department director, the City Administrator, and the Mayor in a written memo with an explanation to the Board of Aldermen with a copy to the City Clerk.

1.19. Justification of Award To Other Than Low Bidder.

When the award is not given to the lowest bidder, a full and complete statement of the reasons for placing the order elsewhere shall be prepared by the City Administrator and filed with the other papers relating to the transaction.

Article II.

Formal Purchasing and Sales Procedures

2.1. When Required.

All Supplies and Contractual Services, except as otherwise provided herein, when the extended cost thereof shall equal or exceed fifteen thousand dollars (\$15,000.00), shall be purchased by formal written contract from the lowest and best responsible bidder after due notice inviting proposals. All sales of personal property or Supplies that has become obsolete and unusable and has an estimated value of ten thousand dollars (\$15,000.00) or more shall be sold by formal written contract to the highest and best responsible bidder after due notice inviting proposals.

2.2. Subdivision or Change Order of Contract To Evade Requirements of This Policy Prohibited.

See Section 1.18..

2.3. Solicitation of Bids.

The City Administrator shall, by certified or registered mail or in his/her discretion by first class mail, solicit sealed bids from at least three (3) responsible prospective suppliers including all suppliers with whom the City has done business within the preceding two (2) years setting forth detailed specifications and all pertinent information necessary for the prospective supplier to file a bid. Prospective suppliers to whom invitations to bid are sent shall be limited to those who are part of the trade group offering commodities and services similar in character to that being purchased. If the City Administrator is unable to reasonably find three (3) responsible suppliers, he/she shall certify that fact to the City Clerk who shall then certify a number less than three (3) to whom invitations to bid shall be sent and such lesser number shall be deemed in compliance with the requirements of this Section. The provisions of this Section may be waived when the Mayor, the department superintendent involved, and the City Administrator agree that following this Section's provisions may cause excessive delay, public inconvenience and/or a significant cost penalty.

2.4. Bid Deposit — When Required, Refund, Forfeiture.

When deemed necessary by the City Administrator or when requested by a Using Agency or when directed by the City Attorney, bid deposits shall be prescribed in inviting bids. An unsuccessful bidder shall be entitled to return of any surety required. A successful bidder shall forfeit any surety required upon failure on the bidder's part to enter into a contract within ten (10) days after the award, and the invitation to bid shall so state.

2.5. Manner of Submission of Bids — Opening — Recommendations To The Board.

Sealed bids shall be submitted to the City Clerk and shall be identified as bids on the envelope. The bids shall be opened in public at the time and place stated in the invitations to bid and in any public notices. After the opening, the City Clerk shall tabulate and certify all bids received and file a report of the bids with the Board of Aldermen, together with the City Administrator's recommendations as to whom the award shall be made.

2.6. Award of Contract To Lowest and Best Responsible Bidder.

The Board of Aldermen, upon receiving the tabulation from the City Clerk and recommendation of the City Administrator, shall award the contract to the lowest and best responsible bidder, but shall have the right to reject any and all bids.

2.7. Factors For Determination of Lowest Responsible Bidder.

In determining the lowest and best responsible bidder, the Board of Aldermen shall consider:

- 2.7.1. The ability, capacity and skill of the bidder to perform the contract or provide the services required.
- 2.7.2. Whether the bidder can perform the contract or provide the services promptly or within the time specified without delay or interference.
- 2.7.3. The character, integrity, responsibility, judgment, experience and efficiency of the bidder.
- 2.7.4. Whether the bidder is in default on the payment of taxes, licenses or other monies due the City. This factor alone shall justify disqualification.
- 2.7.5. The quality and performance of previous contracts or services.
- 2.7.6. The previous and existing compliance by the bidder with laws, the provisions of this Policy, City Code and other City ordinances relating to the contract or service.
- 2.7.7. The sufficiency of the financial resources and ability of the bidder to perform a contract or provide the service.
- 2.7.8. The quality, availability and adaptability of the supplies or contractual services to the particular use required.
- 2.7.9. The ability of the bidder to provide future maintenance and service of machines for the use of the subject of the contract.
- 2.7.10. The number and scope of conditions attached to the bid.
- 2.7.11. What is in the best interest of the City.

Article III.

Informal Purchasing and Sales Procedures

3.1. When Allowed — Requirements.

All purchases of Supplies and Contractual Services and all sales of personal property or Supplies that have become obsolete and unusable for less than the estimated value of fifteen thousand dollars (\$15,000.00), but equal to or in excess of the estimated value of five thousand and one dollars (\$5,001.00), shall be made upon the basis of at least three (3) written bids from three (3) prospective suppliers of the City or such lesser number as shall be certified by the City Clerk in the event three (3) prospective suppliers shall not exist. The

provisions of this Section may be waived when the Mayor, the department superintendent involved and the City Administrator agree that following this Section's provisions may cause excessive delay, public inconvenience and/or a significant cost penalty.

3.2. Subdivision of Contract To Evade Requirements of This Article Prohibited.

See Section 1.18.3.3. Solicitation of Bids.

The City Administrator or department superintendent shall solicit bids by direct or electronic mail, or telephone request to prospective vendors.

3.4. Award To Lowest and Best Responsible Bidder.

The award shall be made to the lowest and best responsible bidder by the Board of Aldermen in accordance with the standards set forth in Sections 2.5., 2.6., and 2.7. after consultation with the City Administrator and the head of the department.

3.5. Award To Local Bidder — Tie Bids.

If all bids received are for the same total amount or unit price, quality and service being equal, the contract shall be awarded to a local bidder. If there shall be no local bidder or more than one (1) local bidder with a low equal bid, the Board of Aldermen shall award the contract to one (1) of the tie bidders by drawing lots in public.

Article IV. Open Market Procedure

4.1. When Allowed.

All purchases of Supplies and Contractual Services and all sales of personal property and Supplies that have become obsolete and unusable for the estimated value of less than five thousand dollars (\$5,000.00), but equal to or in excess of the estimated value of one thousand and one dollars (\$1,001.00), shall be made on the open market without newspaper advertisement and without the procedures prescribed in this Article for purchases of more than five thousand dollars (\$5,000.00).

4.2. Subdivision of Contract To Evade Requirements of This Article Prohibited.

See Section 1.18.

4.3. Bids — Award To Lowest and Best Responsible Bidder.

All open market purchases shall, wherever possible, be based on at least three (3) competitive bids which may be either oral or written and shall be awarded to the lowest and best responsible bidder in accordance with the standards set forth in Sections 2.5., 2.6., and 2.7..

4.4. Solicitation of Bids.

The using department shall solicit bids by direct or electronic mail request to prospective suppliers or by telephone or by such other method as he/she shall deem appropriate in order to receive competitive proposals.

**Article V.
Purchases and Sales of Less Than One Thousand Dollars**

5.1. Bids and Proposals Not Required.

All purchases of Supplies and Contractual Services and all sales of personal property and Supplies that have become obsolete and unusable for less than the estimated value of one thousand hundred dollars (\$1000.00) shall be made on the open market without bids or proposals.

5.2. Check of Market Conditions.

The Finance Director shall from time to time, at least annually, make random checks as to prices being quoted by several competing suppliers for Contractual Services and Supplies.

**Article VI.
Policy and Procedure For The Procurement of Architectural, Engineering, Land Surveying, Maintenance Services and Other Professional Services**

The City does adopt and establish a policy and procedure for the selection and procurement of professional services in accordance with the following provisions. The City Administrator is hereby directed to implement the provisions of the policy set forth in this Article. The following shall be the policy and procedures for selecting architectural, engineering, land surveying services and other professional services (hereinafter referred to as professional services) for the City of Harrisonville.

6.1. Definitions.

As used in this Article, the following terms shall have the meanings ascribed to them:

- 6.1.1. Architectural Services – means those services within the scope of practice of architecture as defined by the laws of the State of Missouri, Section 327.091, RSMo.
- 6.1.2. Engineering Services - means those services within the scope of practice of engineering as defined by the laws of the State of Missouri, Section 327.181, RSMo.
- 6.1.3. Firm - means any individual, firm, partnership, corporation, limited liability company, association or other legal entity permitted by law to practice the profession of architecture, engineering or land surveying or other professional services and provide said services.

Attachment: Purchasing Policy - Redline jf - SENT TO Happy 10-13-17 FINAL - CLEAN COPY (Amended Purchasing Policy)

- 6.1.4. Land Surveying Services – means those services within the scope of practice of land surveying services as defined by the laws of the State of Missouri, Section 327.272, RSMo.
- 6.1.5. Maintenance Services means the repair, but not replacement, of existing facilities when the size, type or extent of the existing facilities is not thereby changed or increased.
- 6.1.6. Other Professional Services means those services of a vocation requiring specialized knowledge and intensive academic or technical training in such fields as land appraisal, urban planning, finance, real estate and others.
- 6.1.7. Selection Committee means - at least three (3) qualified individuals appointed by the Mayor, including the department head of the Using Agency, and the City Administrator who shall oversee and coordinate the selection process and shall serve as the Chair of the Selection Committee. The selection process shall only be instituted under the supervision and direction of the City Administrator who may with the approval of the Mayor establish procedural rules so long as they are not inconsistent with this Policy, City Code or State law.

6.2. Types of Services.

After reviewing the detailed proposals, the Selection Committee shall make a recommendation to the Board of Aldermen for approval or rejection of the proposal. The Board has the right to approve or reject any and all proposals. Projects will be divided into four (4) types as follows:

- 6.2.1. Type I. Services for projects where fees will exceed fifteen thousand dollars (\$15,000.00); the Using Agency shall select at least five (5) firms to be contacted for an "Expression of Interest". After the Expressions of Interest are received and reviewed, at least three (3) detailed proposals shall be requested. Request for the Expressions of Interest and detailed proposals may be combined into a single request.
- 6.2.2. Type 2. Services for projects where fees are less than fifteen thousand dollars (\$15,000.00) but more than five thousand dollars (\$5,000.00); three (3) written proposals are required, when reasonable or as allowed in Section 3.1.. Such written proposals may be solicited by mail or telephone. After reviewing the detailed proposals, the Selection Committee then makes a recommendation to the Board of Aldermen for approval or rejection of the proposal.
- 6.2.3. Type 3. Services for projects where fees are less than five thousand dollars (\$5,000.00) may be made by the director of the Using Agency without soliciting competitive proposals upon approval of the City Administrator.
- 6.2.4. Type 4. Maintenance service where the costs are less than five thousand dollars (\$5,000.00) may be made by the director of the Using Agency without soliciting competitive proposals upon approval of the City Administrator.

6.3. General Procedures and Responsibilities.

- 6.3.1. Expressions Of Interest Type 1 Projects. For Type 1 service, the Using Agency shall solicit proposals from qualified firms approved by the Selection Committee. The request should invite comments as to the special experience in the project being considered and describe previous experience with similar projects. The Expressions of Interest will be reviewed by the Using Agency requesting the services. Factors to be determined in the initial screening will include:
- 6.3.1.1. Specialized experience and technical competence with respect to the type of services required.
 - 6.3.1.2. Quality of services previously performed by the firm for the City.
 - 6.3.1.3. Past record of performance with respect to cost control, quality of services and ability to meet schedules.
 - 6.3.1.4. Community relations including evidence of sensitivity to citizen concerns.
 - 6.3.1.5. The firm's proximity to and familiarity with the area where the project is located.
- 6.3.2. Detailed Proposals. Firms requested to submit detailed proposals will provide the information prescribed by the Using Agency. The information shall include:
- 6.3.2.1. Project name for which firm is filing.
 - 6.3.2.2. Name and address of firm.
 - 6.3.2.3. Previous related experience.
 - 6.3.2.4. Outside firms or outside personnel to be used on projects.
 - 6.3.2.5. Brief resume of key persons, specialists.
 - 6.3.2.6. Special experience in the project being considered.
 - 6.3.2.7. Any work previously or currently performing for City.
 - 6.3.2.8. Description of resources.

6.4. Selection.

- 6.4.1. Upon receipt of the detailed proposals for Type 1 or 2 projects, the Selection Committee will review the proposals; interview the prospective firms, if necessary; and make a recommendation of two (2) firms best qualified and capable of performing the desired work.
- 6.4.2. The Using Agency shall negotiate a contract with top firm selected. If a satisfactory contract cannot be negotiated with the top firm, negotiations

with that firm shall be terminated with the approval of the Selection Committee. Negotiations may then begin with the second (2nd) firm. If there is a failing of accord with the second (2nd) firm, negotiations with such firm may be terminated with the approval of the Selection Committee.

- 6.4.3. If an agreement cannot be negotiated with the two (2) selected firms, the Using Agency shall re-evaluate the professional services, including scope and fee requirements, and proceed in accordance with this Policy.

6.5. Prohibition Against Contingent Fees.

- 6.5.1. Each contract entered into by the Board of Aldermen for professional services shall contain a prohibition against contingent fees as follows:

"The architect, engineer or land surveyor (as applicable) warrants that he/she has not employed or retained any company or person, other than a bona fide employee working solely for the architect, engineer or land surveyor, to solicit or secure any person, company, corporation, limited liability company, individual or firm, other than a bona fide employee working solely for the architect, engineer or land surveyor, any fees, commission, percentage, gift or any other consideration contingent upon or resulting from the award or making of this agreement."

- 6.5.2. For the breach or violation of the foregoing provision, the Board of Aldermen shall have the right to terminate the agreement without liability and at its discretion to deduct from the contract price or otherwise recover the full amount of such fee, commission, percentage, gift, or consideration.

6.6. Exceptions.

- 6.6.1. When, in the opinion of the City Administrator, the nature of other professional services is so specialized that there is only a sole reasonable supplier of a professional service that can meet the City's needs, the City Administrator may select such firm or recommend the Board of Aldermen select such firm. An exception shall be promptly reported to the Board of Aldermen with an explanation of the reasons therefore.
- 6.6.2. The Board of Aldermen in its sole and absolute discretion may waive any and all aforementioned procedural requirements.

Article VII.

Other Procurement/Purchasing Procedures

7.1. Procurement/Purchasing Related to Grant Eligibility.

Should the City apply for funding through grant, contribution, endowment, donation or other similar award ("Grant Funding") for City supplies and contractual services, then the City shall comply with the individual procurement requirements of each Grant Funding ("Grant Procurement Requirements") in lieu of the procurement policy requirements of this Purchasing Policy; provided, however, that Grant Procurement Requirements shall achieve the minimum standards established by the procurement policy requirements of this Purchasing Policy.

7.2. Cooperative Purchasing Authority.

To the extent permitted by law, the City may engage in cooperative purchasing for Supplies and Contractual Services with other Federal, state and local public entities, municipalities, political subdivisions, Cooperating Agencies, and governmental units, agencies and other authorities (collectively, "Cooperative Purchasing") when it serves the best interests of the City. Cooperative Purchasing is not subject to the procurement provisions of this Purchasing Policy.

Article VIII. Other Selection Methods

Nothing in the Purchasing Policy of the City's Municipal Code shall be interpreted to preclude the use of selection methods, including, but not limited to, Qualifications-Based Selection, Design-Build contracts, and/or negotiated contracts with architectural, engineering and construction services to the extent permitted by applicable law. In this Purchasing Policy, "Design-Build" means a project in which the design and construction services are furnished under one contract with a contractor selected primarily based on qualifications and "Qualifications-Based Selection" means a negotiated procurement process for the selection of professional architects, engineers and land surveying services using objective criteria looking for competence and experience relative to the work to be performed.

Article IX. Blanket Purchase Orders

Blanket purchase orders may be prepared for regular recurring payments to a certain vendor. These purchase orders must include and are subject to:

- 9.1. A period of time the purchase order is valid;
- 9.2. A total dollar amount for the time period;
- 9.3. Maximum single purchase or bill to be incurred during time period;
- 9.4. Approval follows guidelines listed above based on total period amount. If period amount is exceeded, a new purchase order must be issued.

Attachment: Purchasing Policy - Redline jf - SENT TO Happy 10-13-17 FINAL - CLEAN COPY (Amended Purchasing Policy)

Chapter 130

FINANCE, PURCHASING POLICY AND TAXATION

ARTICLE I Fiscal Year

Section 130.010. Fiscal Year.

ARTICLE II Purchasing Policy

Section 130.020. Purchasing.

ARTICLE III Taxation

Section 130.030. Ordinance Saved From Repeal.

Section 130.040. Penalty For Non-Payment of Taxes.

ARTICLE IV City Sales Taxes

Section 130.050. Imposition of City Sales Tax.

Section 130.060. Sales Tax For Funding City Parks.

Section 130.065. Sales Tax For Funding Ambulance Service.

ARTICLE V Miscellaneous Provisions

Section 130.070. Returned Checks — Administrative Fee.

Cross Reference — Administrative fee for returned checks, §130.070.

ARTICLE I Fiscal Year

Section 130.010. Fiscal Year.

[CC 1977 §2-126; Ord. No. 1324 §1, 5-19-1982; Ord. No. 2383 §§1 — 2, 6-23-1997]

- A. It is hereby declared that the City's new fiscal year shall be adopted. The new fiscal year shall run from January first (1st) through December thirty-first (31st) of each and every year.
- B. It shall be the policy of the Mayor and Board of Aldermen to adopt the budget in November of each year with the budget becoming effective on January first (1st) following this adoption date.

ARTICLE II
Purchasing Policy

Section 130.020. Purchasing.

[CC 1977 §2-127; Ord. No. 2327 §1, 12-9-1996; Ord. No. 2605 §§1 — 2, 8-2-1999; Ord. No. 2644 §1, 5-15-2000]

A. Overview.

1. The purchasing/inventory office of the Finance Department is responsible for managing the procurement of goods and services for all City departments in accordance with applicable laws and regulations. This manual delineates the requirements and procedures set forth and adopted by the Board of Aldermen.
2. The City Administrator is ultimately responsible for the administration and oversight of the purchasing and inventory control activities of the City as governed herein and as may be further regulated by administrative operating procedures. The Finance Department is assigned specific responsibilities to work closely with individuals in the City and with vendors in supplying the requirements for all departments economically, effectively and as promptly as circumstances will permit.
3. Department supervisors who are responsible for budgets can simplify and expedite the handling of their requests for material and the reporting of items received and used by becoming familiar with the City's procedures and policies for procurement and inventory. Forms are provided for their use in requesting goods, acknowledging receipt of goods and disposing of goods. The following points warrant special attention:
 - a. Plan for departmental needs and requirements.
 - b. Describe accurately the quantity and quality needed on the accounting system form and specify end use.
 - c. Initiate transactions well in advance of the critical date material is needed.
4. The City considers its vendors to be valuable assets. Sales representatives and vendors shall be treated with respect and dignity. They will be helpful in obtaining product and pricing information.
5. The City will attempt to administer buying practices in such a way that all worthwhile suppliers are considered and dealt with in an ethical manner. The best vendors will be awarded business on the basis of competitive prices, quality of goods and services rendered and ultimate long-range benefits to the City as a whole.
6. The City will attempt to save as much money as possible by combining orders for greater buying power and by standardizing and simplifying the products being purchased.

Attachment: Current Purchasing Policy (Amended Purchasing Policy)

FINANCE, PURCHASING POLICY AND TAXATION

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7. Procurement procedures and administrative practices developed shall be uniformly standardized but sufficiently flexible to care for isolated unique conditions. Items commonly used in the various departments therefore shall be standardized whenever consistent in the interest of efficiency and economy. The necessity for pre-planning supply and equipment needs by using departments cannot be overemphasized.
 8. It should be realized that, although the Finance Department will act as quickly as possible to obtain the requested approvals, there may be many factors involved in processing the requisition as soon as desired by a department supervisor. Cooperation of all individuals associated with purchasing, warehousing and issuing items for use will be necessary to ensure an effective and efficient operation.
- B. *Principal Functions.* The following list is the general overview of the purchasing functions of the Finance Department but is not intended to encompass the entire description.
1. Procure all equipment, supplies and services for the City as requested and approved by authorized personnel in a manner that will ensure maximum value for the money expended.
 2. Administer and coordinate purchasing and property inventory policies and procedures throughout the City in accordance with applicable laws and regulations.
 3. Negotiate and execute purchase orders with the vendors to the best interest of the City.
 4. Consolidate purchases of like or common items to obtain the maximum economical benefits.
 5. Utilize all known contracts and sources to expedite deliveries of needed supplies and equipment.
 6. Work with other departments of the City to promote better customer and vendor relations.
 7. Exercise technical management of inventory control functions for all City departments.
 8. Maintain master asset records for effecting perpetual inventory of all City property.
 9. Develop and administer a program to advise all department supervisors and their employees on correct requisitioning procedures.
 10. Provide department supervisors with information concerning the status of their requisition and purchase orders.
 11. Approve purchase requests based on budgetary allocations and compliance with City purchasing requirements.
 12. Supervise a complete inventory of all City capital items and expendable items once every fiscal year.

13. Develop and maintain a current list of qualified vendors and bidders for various types of merchandise.
 14. Keep a complete record of deliveries, items on order, back orders, items used and account records.
 15. Assist the City Administrator and department supervisors during the budget process by identifying cost estimates.
 16. Assist the City Administrator and department supervisors in the preparation of bids and keep a record of these bids.
 17. Provide supporting data to the Board of Aldermen for all procurements requiring their approval.
 18. Provide all necessary forms for purchasing and inventory.
- C. *Standard Department Files.* The following standard files will be maintained by the Finance Department, either through the computerized accounting system or the establishment of paper files:
1. *Purchase orders.* Alphabetical by fiscal year.
 2. *Purchasing requisitions.*
 - a. By vendor.
 - b. Numerical.
 3. Numeric register or file of purchase orders.
 4. *Bid files.* Annual supply contracts, material releases.
 5. *Bid files.* Equipment purchase contracts.
 6. *Contract files.* Capital construction projects.
 7. Correspondence files.
 8. Bidder's list.
 9. Purchasing procedures.
 10. Personnel procedures.
 11. Inventory records.
 12. Specification files.
 13. Agreements for professional services.
 14. Budget account balances for individual accounts.
- D. *Documentation Files.*

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1. *Telephone bids.*
 - a. Purchase requisition (including approval signature).
 - b. Purchase order.
 - c. Copy of request for bid.
 - d. Bid list and bid responses.
 - e. All internal and outside correspondence.
 - f. Written record of any phone conversations.
 - g. Explanation of rejections of low bids.
2. *Written or faxed bids (non-advertised).*
 - a. Purchase requisition (including approval signature).
 - b. Purchase order.
 - c. Copy of request for bid.
 - d. Bid responses.
 - e. Bid list.
 - f. All internal and outside correspondence.
 - g. Written record of any phone conversations.
 - h. Explanation of rejections of low bids.
3. *Advertised bids.*
 - a. Purchase requisition.
 - b. Purchase order or contract.
 - c. Performance bond (if required).
 - d. Bid list.
 - e. Copies of bid responses.
 - f. Tabulation of bids.
 - g. Written record of any phone conversations.
 - h. Explanation of rejections of low bids.
 - i. All internal and outside correspondence.

E. *Purchasing Requirements/Procedures.*

1. *Board of Aldermen approval (when required).* The purchase of any single item which costs more than fifteen thousand dollars (\$15,000.00) must receive prior approval by the Board of Aldermen. The Board of Aldermen will receive a summary of the bids received and a recommendation by the department head, including an explanation of how the acceptance of the recommended bid would impact the department's budget. (Requisitions which comprise items that individually cost fifteen thousand dollars (\$15,000.00) or less, but together exceed fifteen thousand dollars (\$15,000.00) do not require Board of Aldermen approval.) [Ord. No. 3229 §1, 2-19-2013]
2. *City Administrator approval (when required).* Any requisition totaling more than two thousand five hundred dollars (\$2,500.00) must be approved by the City Administrator. Regardless of cost, the purchase of all non-budget items, or items which would exceed the line-item budget for the requesting organizational unit, must be approved by the Finance Director.
3. *Petty cash payment for expenses.* Any authorized personnel requiring reimbursement for petty cash for postage, travel and training or supply items shall be reimbursed through the Finance Department. Such reimbursement shall not exceed one hundred dollars (\$100.00) unless approved by the City Administrator, in which case it will be turned into the Finance Department for regular payment with the monthly bills.
4. *Prepayment of order.* A requisition will be made before the order is sent. At this time, the buyer is to state why prepayment is required and it will be turned over to the Finance Department and handled in the same way as any other purchase order.
5. *C.O.D. orders.* This will be noted on the requisition as it is entered into the accounting system and a special delivery date will be noted in order that a check can be ready for the order when it is received. Any order that has not been approved prior to its delivery will not be accepted. Any person accepting an order that had not been approved prior to delivery shall be financially responsible if it is not then approved as a needed and necessary item.
6. *Emergency purchases.* In case of an apparent emergency which requires immediate purchase of supplies or contractual services, the City Administrator or Finance Director may authorize the purchase, at the lowest obtainable price, of any supplies or contractual services. If both are unavailable, the department head may authorize said purchase. A full explanation of the circumstances of an emergency purchase shall be filed in the office of the Finance Department and a copy thereof furnished to the City Administrator. No emergency purchase may be made by the Mayor, a member of the Board of Aldermen or other employee of the City not specifically mentioned in this Section.
7. *Competitive buying/public notice.* Competitive bids shall be solicited after public notice on purchases of and contracts for supplies and contractual services (excluding professional service contracts) in accordance with the following guidelines based upon estimated cost:

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- a. *For items over ten thousand dollars (\$10,000.00).*
- (1) Notice inviting bids shall be published once in at least one (1) official newspaper of the City at least five (5) calendar days prior to the last day set for the receipt of proposals. The newspaper notice required herein shall include a general description of the articles to be purchased or sold, shall state where bid blanks and specifications may be secured and the time and place for opening bids. The City shall also solicit sealed bids from all responsible prospective suppliers who have requested their names be added to a bidders' list, which the Finance Department shall maintain, by sending them a copy of such newspaper notice or such other notice and will acquaint them with the proposed purchase or sale. In any case, invitations sent to the vendors on the bidders' list shall be limited to commodities that are similar in character and ordinarily handled by the trade group to which the invitations are sent.
 - (2) The City shall also advertise all pending purchases by a notice posted on the public bulletin board in City Hall.
 - (3) The City shall also solicit sealed bids by direct mail request to prospective vendors and by telephone as may seem to him/her to be in the best interest of the City.
- b. *For items between one thousand dollars (\$1,000.00) and ten thousand dollars (\$10,000.00).*
- (1) The City shall solicit sealed bids from all responsible prospective supplies who have requested their names be added to a bidders' list, which the Finance Department shall maintain, by sending them a copy of such newspaper notice or such other notice and will acquaint them with the proposed purchase or sale. In any case, invitations sent to the vendors on the bidders' list shall be limited to commodities that are similar in character and ordinarily handled by the grade group to which the invitations are sent.
 - (2) The City shall also advertise all pending purchases by a notice posted on the public bulletin board in City Hall.
 - (3) The City shall also solicit sealed bids by direct mail request to prospective vendors and by telephone as may seem to him/her to be in the best interest of the City
- c. *For items under one thousand dollars (\$1,000.00).* No public notice shall be required, however the City encourages all buyers to endeavor to find the lowest obtainable price.
8. *Bid opening procedures.* Bids shall be submitted sealed to the Finance Department and shall be identified as bids on the envelope. They shall be opened in public at the time and place stated in the public notices. A tabulation of all bids received

shall be posted for public inspection and a tabulation report forwarded to the City Administrator.

9. *Lowest responsible bidder.* The City reserves the right to reject any or all bids. Contracts shall be awarded to the lowest responsible bidder. Bids shall not be accepted from, nor contract awarded to, a contractor who is in default on the payment of taxes, licenses or other monies due the City. In determining "lowest responsible bidder", in addition to price, the following shall be considered:
 - a. The ability, capacity and skill of the bidder to perform the contract or provide the service required;
 - b. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
 - c. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
 - d. The quality of performance of previous contracts or services;
 - e. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
 - f. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
 - g. The quality, availability and adaptability of the supplies or contractual services to the particular use required;
 - h. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
 - i. The number and scope of conditions attached to the bid;
 - j. The bid shall be awarded to the Mayor, member of the Board of Aldermen or employee of the City's only if their bid is the lowest bid;
 - k. When the award is not given to the lowest bidder, a full and complete statement of the reasons for placing the order elsewhere shall be filed in the office of the Finance Department.
 - l. Individual contracts or purchases shall not be subdivided for purposes of evading the requirements of competitive bidding.
10. *Local buying.* Other things being equal, the City prefers to deal with local distributors or local sources. If an item is needed, local vendors need to be contacted to see if the items can be obtained from them as economically as out-of-town sources. The City shall have an agreement with the State of Missouri Cooperative Procurement Program for purchase of goods. Vendors shall be treated in a fair and businesslike manner with preference given to area vendors when all factors are comparable.

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11. *Gifts and rebates.* The Finance Department and every other officer and employee of the City are expressly prohibited from accepting, directly or indirectly, from any person, company, firm or corporation to which any purchase or contract is or is likely to be, awarded any rebate, gift, money or anything of value whatsoever, except where given for the use and benefit of the City.
12. *Bidders' list.* The Finance Department shall prepare and keep on file a bidders' list of all persons interested in selling to or contracting with the City to furnish supplies or services.
13. *Purchase of American-made goods.* The City shall not enter into any contract for the purchase or lease of manufactured commodities unless the contract contains a provision that any manufactured goods or commodities used or supplied in the performance of that contract or any subcontracts thereto shall be manufactured, assembled or produced in the United States, except under the following circumstances:
 - a. Where the specified products are not manufactured, assembled or produced in the United States in sufficient quantities to meet the requirements of the contract; or
 - b. The specific product cannot be manufactured, assembled or produced in the United States within the necessary time in sufficient quantities to meet the contract requirements; or
 - c. Where the costs of buying United States manufactured products would be more than ten percent (10%) over foreign made goods; or
 - d. Where the contract is for less than one thousand dollars (\$1,000.00).
14. *Annual purchases.* The Finance Department may, after public notice, award annual bids for the purchase of services or supplies in which the charge per item will be a constant charge; and only the total number of purchases is undetermined (i.e., the purchasing of gas or contracting services on an hourly basis for welding, etc.) if the Finance Department determines same to be in the best interest of the City.
15. *Conflict of interest.* The Mayor and members of the Board of Aldermen shall, at time of election, advise the City Clerk, who shall notify the Finance Department, of all businesses in which the Mayor and/or Board of Aldermen have a ten percent (10%) interest or more. If at any time during the term of office of the Mayor or the Board of Aldermen they should acquire a business in which they have ten percent (10%) interest or more, they shall amend their affidavit with the City Clerk. All employees of the City shall also be required to file an affidavit with the City advising the City of any business in which they have a ten percent (10%) interest or more.
16. *Capitalization of purchases.* In accordance to recommendations of the Government Financial Officers Association (GFOA), the following guidelines apply in determining a capital asset:

- a. The asset will be capitalized only if it has an estimated useful life of a least two (2) years following the date of acquisition;
 - b. The capitalization threshold will be applied to individual fixed assets rather than groups of fixed assets (e.g., desks, tables);
 - c. The capitalization threshold will be five thousand dollars (\$5,000.00); and
 - d. Control of non-capitalized fixed assets will be exercised by establishing and maintaining adequate control procedures at the departmental level.
17. *Blanket purchase orders.* Blanket purchase orders may be prepared for regular recurring payments to a certain vendor. These purchase orders must include and are subject to:
- a. A period of time the purchase order is valid;
 - b. A total dollar amount for the time period;
 - c. Maximum single purchase or bill to be incurred during time period;
 - d. Approval follows guidelines listed above based on total period amount. If period amount is exceeded, a new purchase order must be issued.

ARTICLE III Taxation

Section 130.030. Ordinance Saved From Repeal.

[CC 1977 §31-1]

Nothing contained in this Code of Ordinances or in the ordinance adopting this Code shall be construed to repeal or affect in any manner any ordinance of the City levying taxes on real or personal property or providing for the collection thereof.

Section 130.040. Penalty For Non-Payment of Taxes.

[CC 1977 §31-2; Ord. No. 1340 §1, 12-15-1982]

All delinquent real and personal property taxes for the year 1982 and subsequent year shall bear a penalty for each month delinquent at the rate of two percent (2%) per month not to exceed eighteen percent (18%) per year.



TO: Finance/Personnel Committee
FROM: Happy Welch, City Administrator
DATE: October 6, 2017
SUBJECT: Refinance Town Center TIF

Type of Item: *Approval*

We were approached by Stifel Investments about refinancing the Town Center TIF (Sutherland's, Comfort Inn, etc.) and the savings the city could realize in our yearly commitment payments. We have checked with other investment firms and the savings is there that we should pursue. The savings quotient is as high as 12% according to some estimates, while the industry standard of 5% savings is a good time to refinance.

We recommend to the committee that we seek a financial adviser to bring to the Board for approval for this refinancing with a completion date in early 2018.

We will not complete this soon enough to cover this year's payment but we could see savings for the next 10 years of payments that come out of the General Fund.

1. Action Item (ID # 2660)

Refinance Town Center TIF

Attachments:

Refinance Info(PDF)

Current Refunding*	
Assumed Closing Date	December 12, 2017
Par Amount Issued	\$5,495,000
Maturities Refunded	Series 2007 Bonds - All Callable
Par Amount Refunded	\$6,245,000
Call Date for Refunded Bonds	November 1, 2013 @ 100%
Total Debt Service for Refunding Bonds	\$6,468,447
Structure and Maturities	November 1, 2018 - 2028
All-In True Interest Cost	2.618%
Cumulative Savings (Net of DSRF)	\$1,068,884
Average Annual Savings	\$97,200
Net Present Value Savings (\$)	\$800,969
Net Present Value Savings (%)	12.826%

*1. Preliminary and subject to change.

2. The use of the "A+" rating is consistent with the rating of the outstanding prior bonds.

3. Interest rate assumptions are based on current market conditions and similar credits.

4. The City's actual results may differ, and Stifel makes no commitment to underwrite at these levels.

5. Costs of issuance and underwriter's discount are estimates for discussion purposes.

6. Analysis was performed with no changes to the term or the structure of the debt service from the currently outstanding issue.

STIFEL, NICOLAUS & COMPANY, INCORPORATED

501 N BROADWAY | ST. LOUIS, MO 63102 | (314) 342-8467 | (314) 342-2179 (FAX) | WWW.STIFEL.COM
MEMBER SIPC AND NYSE



City of
Harrisonville^{est. 1836}
STAFF REPORT

TO: Finance/Personnel Committee
FROM: Happy Welch, City Administrator
DATE: October 4, 2017
SUBJECT: Failure to Pay 8a/5p

Type of Item: *Discussion*

Alderman Bowman asked that the committee review item B and consider that the bill due time before a penalty is assessed be moved from 8:00 a.m. to 5:00 p.m. to allow a full day to make payment.

Section 700.400 Penalty For Failure To Pay.

[CC 1977 §35-53; Ord. No. 2692 §1, 1-15-2001]

A. All bills for utility services furnished by the City shall be subject to a five-percent penalty fee if not received in the City utility billing office by 5:00 P.M. on the 15th day of the month, when the 15th day falls on a regular business day (Monday through Friday).

B. In cases where the 15th day of the month falls on a Saturday, Sunday or a City recognized holiday on which the utility billing office is closed, the penalty shall be applicable if payment is not received in the City utility billing office by 8:00 A.M. the next business day.

1. Action Item (ID # 2654)

Failure to Pay 8a/5p



City of
Harrisonville^{est. 1836}
STAFF REPORT

TO: Finance/Personnel Committee
FROM: Happy Welch, City Administrator
DATE: October 4, 2017
SUBJECT: Collective Bargaining Section

Type of Item: *Discussion*

The committee should review and consider a Collective Bargaining Ordinance so grounds rules can be established if we are approached by a union who want to represent employees in a collective bargaining unit. I have attached a code section used by another city for your reference.

1. Action Item (ID # 2655)

Collective Bargaining

Attachments:

Establishment of Appropriate Bargaining Unit. - Determining Representative Status of The Labor Organization. - Collective Bargaining. - Legal Compliance (PDF)

Section 126.010. Establishment of Appropriate Bargaining Unit. [Ord. No. 4005 §I, 12-28-2011]

- A. Any labor organization designated to represent employees of the City is to submit a specific, written description of the bargaining unit sought, together with specific exclusions to the City via certified mail addressed to the Mayor.
1. Within fourteen (14) days of receipt, the Mayor shall appoint a three (3) person Personnel Committee (from among the members of the City Council) which shall consider the appropriateness of the requested unit and either:
 - a. Agree to the unit,
 - b. Send the description back to the labor organization for further specificity, or
 - c. Reject the unit as being inappropriate with specific, written reasons for the rejection.
 2. The affected labor organization can either accept the Personnel Committee's decision regarding the bargaining unit or appeal to the City Council within fourteen (14) days of the date of the Committee's decision.
 3. The appeal must be sent via certified mail and must be received by the City Council within fourteen (14) days after the initial decision is issued. The City Council's decision with respect to the appropriateness of the bargaining unit shall be final and binding.
 4. In evaluating the appropriateness of the proposed bargaining unit, City Council may consider, but is not bound by, precedent from other Cities, other States and/or under the National Labor Relations Act.

Section 126.020. Determining Representative Status of The Labor Organization. [Ord. No. 4005 §I, 12-28-2011]

- A. Within forty-five (45) days after establishing the appropriate bargaining unit, there will be a secret ballot election to determine whether the majority of employees in the bargaining unit want to be represented by the labor organization for purposes of collective bargaining.
- B. No labor organization will be recognized as representing any employee by any other means.

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- C. The election will be held by secret ballot. The ballot will be on a form substantially similar to the form utilized by the National Labor Relations Board for conducting union elections.
- D. The election will be conducted by either the Federal Mediation Conciliation Service or by the Missouri Department of Labor (or their designee). In the event that both the Federal Mediation and Conciliation Service and the Missouri Department of Labor decline to conduct the election, the City Council will select an arbitrator to conduct the election by requesting a panel of five (5) arbitrators from the Federal Mediation and Conciliation Service and then selecting one (1) of the arbitrators from the list to conduct the election.
- E. After the election has concluded, the person conducting the election will immediately and publicly count the ballots and issue a report on election indicating how many ballots were cast for representation by the labor organization and how many votes were cast against representation.
- F. Any disputes concerning the election must be referred for decision to the City Council for consideration within seven (7) days of the election. The decision of the City Council on such disputes will be final and binding.
- G. If there is no dispute concerning the election, then the results of the election will become final seven (7) days after the report on election is issued.
- H. After the results of the election becoming final, if a majority of the members of the bargaining unit voted to be represented by the labor organization, the City Council will recognize the labor organization as representing the employees of the bargaining unit.
- I. No labor organization may seek to represent any bargaining unit (or portion of any bargaining unit) by secret ballot election more than once in any consecutive twelve (12) month period.
- J. In the event that the majority of the employees in a designated bargaining unit determine that they no longer wish to be represented by a recognized labor organization, they may revoke their designation of the labor organization by tendering a signed and dated petition for revocation to the City Council. Upon receipt of such a petition, the City Council will designate a three (3) person committee (made up of members of the Board) to investigate the veracity of the petition. If the Personnel

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Committee determines that the petition to revoke representation is authentic, they will so report to the City Council, which shall then revoke recognition of the labor organization.

Section 126.030. Collective Bargaining. [Ord. No. 4005 §I, 12-28-2011]

- A. In the event that the majority of members of the bargaining unit vote to be represented by the labor organization for purposes of collective bargaining, the department affected will meet with the labor organization to confer and discuss wages, benefits and other terms and conditions of employment with the goal of reaching a mutual satisfactory proposed collective bargaining agreement to be submitted to the City Council for approval.
1. If the department and the labor organization reach agreement on a proposed collective bargaining agreement, the proposed agreement will be submitted to the City Council as an agenda item for consideration on their next scheduled meeting. At that meeting, the City Council will approve, reject or hold the proposed collective bargaining agreement open for further discussion.
 2. If the department and the labor organization cannot reach an agreement on the terms of a proposed collective bargaining agreement after substantial negotiations, the department representative may unilaterally submit its proposed collective bargaining agreement to the City Council for consideration as set forth above.
 3. The decision of the City Council with regard to approving or rejecting a proposed collective bargaining agreement shall be final and binding.

Section 126.040. Legal Compliance. [Ord. No. 4005 §I, 12-28-2011]

In accordance with Section 105.530, RSMo., strikes and other unlawful conduct by any employee, whether individually or in concert with others (including sympathy, unfair labor practice or wildcat strikes), sit downs, slow downs, work stoppages, boycotts, any acts honoring a picket line, or any other acts that interfere with the City's operations shall be prohibited.



STAFF REPORT

TO: Finance/Personnel Committee
FROM: Happy Welch, City Administrator
DATE: October 4, 2017
SUBJECT: Gas Cards

Type of Item: *Approval*

The State Auditor in Section 10.2 of the audit report recommended better controls and procedures for vehicle fuel usage. One option is to purchase our own fuel tanks and fuel dispensing equipment to oversee and reconcile fuel fills by the departments. I don't recommend it due to the costs involved for fuel tanks, tank cover, catch basins, equipment maintenance, etc.

We currently purchase gas from MFA and use receipt slips and written mileage to reconcile fuel usage. We could change that by using a fuel purchasing card such as the one included in your attachment. Formerly known as Wright Express, the WEX fuel card would be a way to view purchases monthly in a consolidated form, we can match up vehicle mileage with purchase totals (each vehicle has a card and each employee has an id #), and we can balance miles per gallon with vehicle use to see if there is a discrepancy. The WEX fuel card has been vetted by the state of Missouri and approved for use and we would have to sign up with the National Joint Powers Alliance (NJPA), a cooperative purchasing alliance accepted nationwide. With the state contract the \$40 set-up fee and \$2.00 monthly charge is waived. There are also other cards available that we could also review. I recommend this solution.

The WEX fuel card would allow us to continue purchasing from MFA locally, but allow us to fill up out of town, if necessary, at any participating fuel station.

I request the committee review the program and recommend their preference. We can also look for other card options.

1. Action Item (ID # 2656)

Gas Cards

Attachments:

Missouri Collaterals (PDF)

WEX Universal Fleet Card_ Accepting Locations (PDF)

THE WEX® STATE OF MISSOURI FUEL CARD PROGRAM



HAS YOUR ORGANIZATION BEEN IMPACTED BY THE RISING COST OF FUEL?

The State of Missouri Fuel Card Program Contract #C109272001 is being offered to government agencies in the State of Missouri, and could **save you as much as 15%*** off your overall fuel management expenses.

TAKE ADVANTAGE OF THESE UNIQUE BENEFITS TODAY:

- NO setup fees or card fees
- Valuable monthly rebates
- Tax exemption and reporting for qualified fleets
- Online account access and easy-to-read reports
- Customer Service available 24 hours a day, 7 days a week

AND, THE WEX STATE OF MISSOURI FUEL CARD IS
ACCEPTED AT OVER 90% OF FUEL STATIONS NATIONWIDE.



Don't miss out on this FREE money-saving solution being offered by your state.

Simply complete and fax a Participation Addendum to 1-866-527-8873.

For more information, please call 1-866-527-8870.

*Actual savings may vary.

ACCEPTED AT OVER 90% OF U.S. RETAIL FUELING LOCATIONS



ACCEPTING FUEL SITES



AC & T	Crystal Flash	Express Stop	Giant	Johnson & Dixon	M & H	O'Connor	Road Ranger	Taylor Foods	Valley Dairy
Aloha	Cumberland Farms	Family Express	Git-n-Go	Kenyon	Macs Stores	OK Petroleum	Robinson Oil	TCI	Weigel Store
Aviation	D & D Oil	Farstad	Global	King Soopers	McClure Oil	Pantry	Rotten Robbie	Thornton Oil	Wesco
Bell Gas	Dairy Mart	Fast Track	Grow Mark	Koch	MFA Oil	Petro King	Royal Farms	TOTAL	Williams Travel
Bigfoot	Depot	Fauser Oil	Halley's	Kramer	Mr. Cut Rate	Petro Stop	Rutters	Town&Country	Xtra Fuels
Capital City	Drivers Traveler	FFP	Handy Andy's	Krause	Multi Serv	PRIDE	Rymes 24	Trade Mart	Zip Mart
Carousel	Dynamic Mart	Flash Foods	Huck's	Kum & Go	NAPA	Pure	SC Fuels	Trade Oil	
Certified	Economy	Food Chief	ICO	Kwik Pantry	Novus	Qik N EZ	Smokers Express	Tripair Oil	
City Garage	Eddins Walcher	Fuel Mart	Ideal	Lil Champ	NU-Way	Quality Oil	Sprint	US Oil	
Cogos	Enmark	Gas America	Inter City	Lucky Stop	Oasis	Quik Mart	Stewarts Shops	USCO	

ACCEPTING SERVICE SITES



American LubeFast	Daimler/Chrysler	Dodge BusinessLink™ (LIMITED PARTICIPATION)	GM Goodwrench (LIMITED PARTICIPATION)	Harmon Glass	Tire Centers Inc	...and many regional and independent locations nationwide.
Big O Tires	Diamond/Triumph Auto Glass			Netcost Auto Glass	Wash Depot	

Attachment: Missouri Collaterals (Gas Cards)

FOR MORE INFORMATION, visit our website at www.wexinc.com/Missouri

PURCHASE CONTROLS

TIGHTER CONTROL OVER SPENDING

Enforce purchasing policies for piece of mind

The WEX fleet card offers a suite of control and alert tools that let you know **where, when, what,** and **how much** is being spent. Managed through our industry leading **WEX Online®** account management tool, these powerful tools provide actionable purchase policy enforcement capabilities.

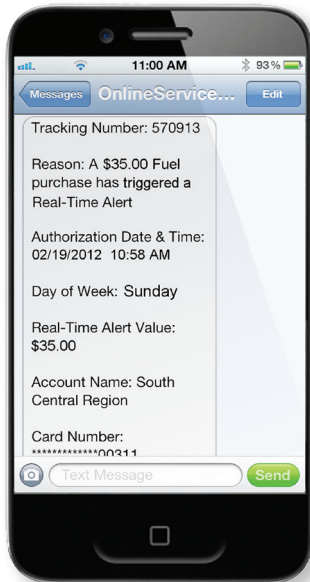
PRODUCT TYPE CONTROLS

When the card is swiped, merchant product codes automatically compare the purchase against pre-set card profile limits. If the product types are allowed, and the set limits have not been exceeded, we authorize the transaction, and the merchant completes the sale. If the card is beyond the limits, it will be declined.

You can set overall limits for all purchases for a specific time period — eg: daily, weekly, twice monthly, or monthly; and your fleet's total purchases for that period — transactions per period, dollars per period and gallons/units per period.

PUMP SHUT-OFF FEATURE

WEX now offers a powerful **pump shut-off feature*** to assist you with enforcement of policies. When a driver exceeds your pre-set limits, the pump will shut off. This feature is available at most major retail fuel brands.

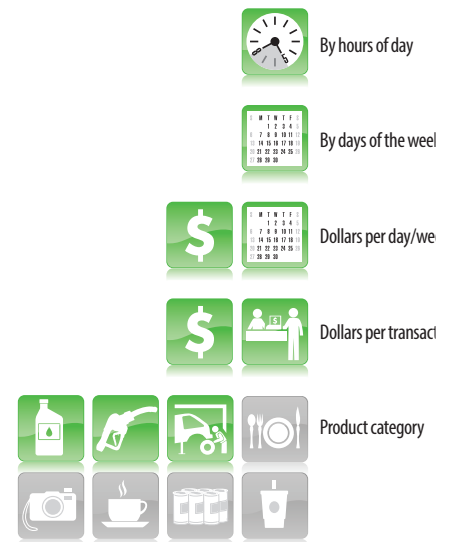


REAL TIME ALERTS

This control generates an alert detailing a purchase that is beyond your pre-set alert values. Choose to be notified by email or text, and make quick decisions on how best to deal with the situation at hand.

*Visit www.wexinc.com/pumpshutoff for list of accepting merchants.

WEX CONTROLS



Attachment: Missouri Collaterals (Gas Cards)



For more information, visit
www.WEXinc.com/gov
 866.527.8870

GOVERNMENT TAX PROGRAM

TAX PROGRAM PEACE OF MIND

Leverages tax exempt status to save time and money

WEX offers a comprehensive tax exemption, recovery and reporting program. This program is designed to meet the needs of state, local and federal government fleets. We help public sector customers leverage their tax-exempt status, thanks to our proprietary network and 99.8% Level III data capture.

TAX EXEMPTION

As the credit card issuer, WEX Financial Services Corporation is registered with the IRS and will net bill for Federal Excise Taxes, and in certain states State Excise Taxes. We will net bill qualified fleets for U.S. gasoline and diesel fuel purchases. We will also exempt state and local taxes on fuel purchases, depending on merchant participation. We report on exempted and reported taxes at the transaction level, and provide online and hard copy summaries.

BILLING PROGRAM

Most major fuel merchants participate in our **tax-exempt net billing program**, including ExxonMobil®, Shell, Sunoco, BP, Amoco, Phillips, Marathon. If the merchant has elected not to participate, or tax law prohibits participation, we calculate the tax and provide detailed reporting.

10 LEVELS OF TAX IDENTIFICATION, EXEMPTION, AND RECOVERY

WEX subscribes to **CCH and RIA Checkpoint**, leading providers of tax research (RIA is used by the IRS). Daily Tax Alerts include notifications of federal/state tax law, and rate changes. We have relationships with Departments of Revenue in each state, and regularly monitor state tax-related websites.

FAST FACTS

- Service for over **271,000 federal fleet cards**, plus **605,000 state and local vehicles**
- Process **48.9 million tax exempt transactions** (2012)
- Process **827 million gallons** of tax exempt fuel transactions (2012)
- More than **\$3.3 billion** in tax exempt transactions (2012)

Attachment: Missouri Collaterals (Gas Cards)



For more information, visit
www.WEXinc.com/gov
 866.527.8870

REPORTING

WEX ONLINE® REPORTING

Specialized reports put facts in your hands

WEX Online® offers a suite of reporting capabilities. Our specialized fleet management reports give you the power to save money, cut administrative time, comply with tax regulations, and more.

STANDARD AND CUSTOM REPORTS

WEX Online® offers both standard and custom reports, so you get the type of information you need.

EXAMPLES:

Purchase Activity Report (PAR) — compile information on all fueling and maintenance purchases made with the WEX Universal Fleet card — for hundreds of vehicles or just a few.

Premium Custom Reports — select your criteria to generate ad hoc, real-time reports: Exception, Transaction Summary, and Transaction Detail reports. Export these reports directly into your own spreadsheet, to easily analyze and share your data.

Summary Reports — use our Financial Summary, Site Summary and Exception Summary reports to manage your vehicle-related expenses and plan your fleet budget.

Tax Exemption Reports — for qualified tax-exempt fleets, monthly report packages provide tax information at both the transaction and summary level, and will include all tax exemptions that can be applied to your account under our program.

Minority and Women-Owned Businesses Report (MWOBE) — a quarterly report, summarizing by fleet account and month, transactions, gallons and dollars spent at MWOBE fuel and service locations.

FAST FACTS

The screenshot shows the WEX Online reporting interface. At the top, there are navigation tabs: Home, Fleet Manager, Financials, Reports, and Re. Below the tabs is a search bar with a dropdown menu set to "-- Select category --" and a "-- Sele" button. The main content area is divided into two columns: "Shortcuts" and "Reports".

Shortcuts:

- Reports
 - Reports Home
- Ad Hoc Reports
 - Transaction Details
 - Summary
 - Exceptions
- My Flexible Exceptions
 - Add Exception Report
 - View Exception Reports
- Standard Reports
 - View Standard Reports
 - Manage Delivery Preferences
- My Custom Reports
 - Create New Report
 - View My Reports
 - View My Templates
- Real-Time Alerts
 - View Real-Time Alerts

Reports:

- Ad Hoc Reports: Pre-formatted transaction report query options. Transaction Details | Transaction Summary | Exceptions
- Standard Reports: Search and view pre-formatted account and cycle. View Standard Reports | My Preferences
- Real-Time Alerts: Access your Real-Time Alerts | View Real-Time Alerts

At the bottom right of the interface, there is a footer with links: Home | Fleet Manager | Financials | My Preferences | Help | Contact | ©2009, WEX

Attachment: Missouri Collaterals (Gas Cards)



For more information, visit
www.WEXinc.com/gov
 866.527.8870

WEX ONLINE®

MANAGE YOUR ENTIRE FLEET ONLINE

WEX Online® is your fleet management portal



WEX Online® is a cutting-edge web-based tool that provides you access to view and manage every detail of your fleet card program. **It is Section 508 compliant.** We created the site to put information at your fingertips 24/7 so you can take action as needed.

PROFILE MANAGER

The profile manager allows you to establish purchase control profiles for individuals, groups of drivers, vehicles and more. Set rules for how the card can be used, how often, and when. Add spend limits for fuel, service, parts, and general merchandise. Your rules will be embedded in the respective cards — if a transaction exceeds your limits, the system will decline the purchase. You set the control limits. We enforce them.

EXPENSE MANAGEMENT TOOLS

WEX Online® makes it easy to manage your fleet spend in one central place. Set up profiles, billing, and reporting functions, limits, and restrictions. Add custom fields and assign codes, such as General Ledger (GL). Run queries on purchase transactions, vehicles and drivers.

FUEL PRICE MAPPING

Our **Fuel Site Locator** combines fuel transaction data with Google Maps™ to help drivers find current best prices by city, state, zip, fuel type, PPG, or brand. Find the lowest cost fuel stations with our fuel price mapping technology, which updates prices hourly. **WEX Connect** is a free mobile app, which gives drivers access on the road.



WEX Online Account Detail

Account Name: Corporate Parent
 Account Number: 0496001283316
 Parent: [Name]
 Doing Business As: [Name]
 Contact Name: [Name]

Account Type: Corporate Parent
 Account Level: 1
 Status: Active
 Status Date: 09/26
 Default Auth Profile: [Name]

Account Detail

Search Filter
 You may filter a search by any of the following:
 Name: [Text Box]

FUEL PRICE MAPPING

Street: [Text Box]
 City: Boston
 State: MA
 Zip: [Text Box]
 Fuel Type: Unloaded Regular
 Search Radius: 7.5
 SUBMIT

DISTANCE	SITE NAME	BRAND	ADDRESS	CITY	ZIP	TELEPHONE
5.1	HESS 21212	HESS	214 BROADWAY	MALDEN, MA 02148		(781)397-1026
5.4	HESS 21212	HESS	630 SQUIRE RD	REVERE, MA 02151		(781)266-0427
6.4	STOP & SHOP #431	STOP & SHOP	950 AMERICAN LEGION HWY	ROSLINDALE, MA 02131		(617)327-2100
3.7	HESS 21333	HESS	41 LEE BURGINK HWY	REVERE, MA 02151		(781)264-0275
4.4	CUMBERLAND FARMS	CUMBERLAND	48 REVERE ST	REVERE, MA 02151		(617)846-6189
6.8	HESS 21224	HESS	1779 CENTRE ST	WEST ROXBURY, MA 02132		(617)325-5697

Attachment: Missouri Collaterals (Gas Cards)



For more information, visit
www.WEXinc.com/gov
 866.527.8870

Packet Pg. 43

Previous Criteria ([New Search](#))

Site Type: Fuel

Brand:

Site Name:

City:

State:

Zip: 64701

Displaying suppliers 1 through 25 of 25 suppliers.

Site Name	Phone	Address	Brand Name	Site Type
1. BP 9693623	(816) 884-2944	21406 E 275TH ST HARRISONVILLE, MO 64701 - 0000	BP	Fuel
2. CARTERENERGY CORP	(913) 424-8742	12705 E 275 ST HARRISONVILLE, MO 64701	SHELL	Fuel
3. CASEYS GEN STORE 162	(816) 887-9118	1801 N COMMERCIAL ST HARRISONVILLE, MO 64701 - 0000	UNBRANDED	Fuel
4. CASEYS GEN STORE 196	(816) 887-9939	2204 E MECHANIC ST HARRISONVILLE, MO 64701 - 0000	UNBRANDED	Fuel
5. CASEYS GNRL STRE 13	(816) 887-9925	2204 E SOUTH ST HARRISONVILLE, MO 64701 - 0000	CASEYS	Fuel
6. CASEYS GNRL STRE 16	(816) 887-9118	1801 N COMMERCIAL ST HARRISONVILLE, MO 64701 - 0000	CASEYS	Fuel
7. CASEYS HARRISONVILLE	(00) -	1901 W MECHANIC ST HARRISONVILLE, MO 64701 - 0000	UNBRANDED	Fuel
8. CITY OF HARRISONVILL	(816) 380-5039	27503 RT 7 S HARRISONVILLE, MO 64701	PHILL 66	Fuel
9. EVERYDAY 1801	(816) 925-0938	1801 SOUTH COMMERCIA HARRISONVILLE, MO 64701	CONOCO	Fuel
10. HARRISONVILLE	(816) 884-3052	504 S COMMERCIAL ST HARRISONVILLE, MO 64701	PHILL 66	Fuel
11. HARRSV FIREWRKS	(816) 884-6112	21501 E 275TH ST HARRISONVILLE, MO 64701	PHILL 66	Fuel
12. JASSI SUPER MART	(816) 884-2944	21406 E 275 ST HARRISONVILLE, MO 64701	UNBRANDED	Fuel
13. LOVES 616-DIESEL	(816) 887-2050	2611 BROOKHART RD HARRISONVILLE, MO 64701	LOVES	Fuel
14. MFA 910310	(816) 884-4470	305 LOCUST ST HARRISONVILLE, MO 64701	MFA OIL	Fuel
15. MURPHY 5782 ATWALMRT	(870) 881-6817	1720 N 291 HWY HARRISONVILLE, MO 64701	MURPHY USA	Fuel
16. NILKANTA RAM 66	(816) 380-3461	1901 E MECHANIC HARRISONVILLE, MO 64701 - 2046	PHILL 66	Fuel
17. Nilkanth Ram LLC	(816) 352-4635	1901 E Mechanic Stre Harrisonville, MO 64701	CENEX	Fuel
18. PHILLIPS 66 COMPANY	(00) -	27503 SR 71 SOUTH HARRISONVILLE, MO 64701 - 6470	AVCARD	Fuel
19. QUICK BREAK 4	(785) 448-4296	2101 S COMMERCIAL HARRISONVILLE, MO 64701	PHILL 66	Fuel
20. QUIKTRIP 0247	(816) 884-3553	1402 N 291 Hwy Harrisonville, MO 64701	QUIKTRIP	Fuel
21. SAPP BROS	(402) 895-7038	27603 SW OUTER RD HARRISONVILLE, MO 64701	INDEPENDENT	Fuel
22. SENTIS GROUP INC	(816) 380-3630	1408 NORTH 291 HIGHW HARRISONVILLE, MO 64701	SHELL	Fuel
23. UNITED PETROLEUM	(00) -	1601 N HWY 291 HARRISONVILLE, MO 64701	SINCLAIR	Fuel
24. WOOD OIL #30	(615) 887-2242	150 COMMERCIAL HARRISONVILLE, MO 64701	UNBRANDED	Fuel
25. WOOD OIL CO #30	(913) 727-1163	150 COMMERCIAL HARRISONVILLE, MO 64701	UNBRANDED	Fuel

Attachment: WEX Universal Fleet Card_ Accepting Locations (Gas Cards)