

133.4 SUBJECT: COST CONTROL

- :1 **OBJECTIVE:**
Provide instructions for processing invoices and monitoring costs.
- :2 **AUTHORITY:**
This procedure amended by City Council June 14, 1993.
- :3 **DIRECTION:**
Chief Administrative Officer, as an appointed official, serves at the pleasure of, and receives direction from the Mayor.
- :4 **METHOD OF OPERATION:**
- A. The Project Manager will be responsible for reviewing and approving all invoices.
 - B. Costs will be monitored through the use of a standardized invoice, which is attached. This will include an itemization of costs by task.
 - C. It shall be the Project Manager's responsibility to ensure that "previously invoiced," "cumulative to date," and "contract amount" figures per the invoice agree with records maintained by the City.
 - D. The "percentage complete" column on the invoice represents the costs incurred to date as a ratio of budgeted costs. Periodically the Project Manager should compare this figure with his estimate of project completion, in order to determine if there are potential cost overruns or savings.
- :5 **FORMS:**
None.
- :6 **COMMITTEE RESPONSIBILITIES:**
None.
- :7 **REFERENCE:**
This procedure adopted by City Council March 26, 1990, Item 2A-34; amended June 14, 1993, Item 4Q; October 27, 1997, Item 5-DD.
- :8 **EFFECTIVE DATE:**
This procedure effective June 14, 1993.