

**From:** Fennell, Marcia <[Marcia.Fennell@cityymb.com](mailto:Marcia.Fennell@cityymb.com)>  
**Sent:** Thursday, March 16, 2023 3:02:17 PM  
**To:** Ford, Phillip <[Phillip.Ford@cityymb.com](mailto:Phillip.Ford@cityymb.com)>  
**Cc:** Chernoff, Jay <[Jay.Chernoff@cityymb.com](mailto:Jay.Chernoff@cityymb.com)>; Defillipo, Anthony <[Anthony.Defillipo@cityymb.com](mailto:Anthony.Defillipo@cityymb.com)>; Fleurimond, McKenzie <[McKenzie.Fleurimond@cityymb.com](mailto:McKenzie.Fleurimond@cityymb.com)>; Jean, Daniela <[Daniela.Jean@cityymb.com](mailto:Daniela.Jean@cityymb.com)>; Joseph, Michael <[Michael.Joseph@cityymb.com](mailto:Michael.Joseph@cityymb.com)>; Smith, Phyllis <[Phyllis.Smith@cityymb.com](mailto:Phyllis.Smith@cityymb.com)>; Smukler, Fortuna <[Fortuna.Smukler@cityymb.com](mailto:Fortuna.Smukler@cityymb.com)>; Sorey, Arthur <[Arthur.Sorey@cityymb.com](mailto:Arthur.Sorey@cityymb.com)>; Ottinot, Hans <[Hans.Ottinot@cityymb.com](mailto:Hans.Ottinot@cityymb.com)>; Bernard, Andrise <[Andrise.Bernard@cityymb.com](mailto:Andrise.Bernard@cityymb.com)>  
**Subject:** RE: Commission Workshop Directives

Good afternoon, Philip.

This is to clarify several misrepresentations listed on your memorandum to the City Manager dated Friday, March 10, 2023, regarding Agenda Item 2.3 and referring to Volume 2 of the Procurement Card Policy & Procurement:

- The Procurement & Contracts Services Division will monitor the performance of the program. All questions or concerns should be directed to:
  - Procurement Related: Chief Procurement Officer
  - Accounting Related: Finance Director

***Direct overview of all Accounting related issues was the responsibility of the Finance Director, Agnew Jean-Pierre.***

- Coordinate issuance and cancellations of cards
- Coordinate program policy issues
- Participate in ongoing program reviews
- Coordinate and maintain internal controls
- Maintain policy and cardholder guides / manuals

***Enforcement of Non-Compliance Matters is at the Procurement level – not Finance.***

- (Users) Contact the Procurement division when a cardholder is unsure of the legitimacy of a P-Card purchase (Page 8)
- The Procurement Card was “designed to prohibit purchases of certain commodities, services, or vendors through the use of electronic controls.”

***As the Administrator, electronic controls can only be lifted by the Procurement department.***

Departments are reminded monthly via email and given deadlines by the Finance Department to complete and submit their Statements. In the Financial system, all P-Card transactions are routed to the Department Head and Procurement approval workflow queue for compliance and approval prior to being sent to Finance’s approval workflow queue.

As you well know, many departments including your own, release their P-Card Statements into the approval workflow without adequate or missing invoices and receipts. Without those

receipts, reconciliation becomes more and more difficult and has resulted in delays in processing. ***In addition, your department had made the decision to auto-complete your approval queue without review.***

There has been consistent disregard for the accounting process and a severe lack of co-operation by all parties as you are well aware due to the numerous emails and meetings regarding this subject. Though reminders are sent out; telephone calls made and even onsite visits to individual card users; the Finance department's requests are ignored, thus hampering the completion of the process in a timely manner. Repeated requests to de-activate cards for incomplete and improper documentation are also ignored and results in the override of the request by your division and the City Manager's office on a constant basis.

In the past 23 months, we have seen the disintegration and continued disregard of the program where restrictions are lifted by the Administrator to accommodate prohibited purchases and the severe lack of supporting documentation.

**Marcia Fennell** | Chief Financial Officer

City of North Miami Beach

Finance Department

T (305) 957-3533

F (305) 948-2996

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17011 NE 19<sup>th</sup> Avenue, North Miami Beach, FL 33162 | [www.citynmb.com](http://www.citynmb.com) | City NMB on Social Media:

**From:** Francois,Ashley <[Ashley.Francois@citynmb.com](mailto:Ashley.Francois@citynmb.com)>  
**Sent:** Tuesday, March 14, 2023 4:18 PM  
**To:** Ford, Phillip <[Phillip.Ford@citynmb.com](mailto:Phillip.Ford@citynmb.com)>; Fennell, Marcia <[Marcia.Fennell@citynmb.com](mailto:Marcia.Fennell@citynmb.com)>  
**Subject:** FW: Commission Workshop Directives

Hello Team,

Please find attached the memo that was sent to Commission for your reference.

Kind regards,

**Ashley Francois** | *Executive Assistant*

City of North Miami Beach

Office of the City Manager

**T** (305) 947-7581, ext. 2123

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**From:** Francois,Ashley

**Sent:** Monday, March 13, 2023 3:36 PM

**To:** Commission All External <[CommissionAll@citynmb.com](mailto:CommissionAll@citynmb.com)>

**Cc:** Sorey, Arthur <[Arthur.Sorey@citynmb.com](mailto:Arthur.Sorey@citynmb.com)>; Brown, Kemarr <[kemarr.brown@citynmb.com](mailto:kemarr.brown@citynmb.com)>; Merzius,Gedel <[Gedel.Merzius@citynmb.com](mailto:Gedel.Merzius@citynmb.com)>; Medranda,Francisco <[Francisco.Medranda@citynmb.com](mailto:Francisco.Medranda@citynmb.com)>; Edwards, Athalie <[Athalie.Edwards@citynmb.com](mailto:Athalie.Edwards@citynmb.com)>

**Subject:** Commission Workshop Directives

Good afternoon Mayor and Commission,

Please find attached a memorandum providing information regarding Commission Workshop directives.

Kind regards,

**Ashley Francois** | *Executive Assistant*

City of North Miami Beach

Office of the City Manager

**T** (305) 947-7581, ext. 2123

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