RESOLUTION 2025-TBD
CITY OF PARMA

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PARMA OUTLINING FINANCIAL SERVICES, THE CITY OF PARMA WILL PROVIDE FOR THE PATRICIA ROMANKO PUBLIC LIBRARY, FOR TRANSPARENT, APPROPRIATE AND ETHICAL SPENDING OF TAXPAYER FUNDS AND THE ORDERLY PROCESS OF THE BUDGET.

Whereas certain vendors that provide services or goods to the City or its departments on a regular basis, have a routine billing cycle which are received directly after a City of Parma City Council meeting, or requires the bills to be paid prior the next regular council meeting and may charge a later fee to the city of late payments by the time the invoice is approved for payment; and

Whereas it is the desire of the City of Parma City Council and the Patricia Romanko Public Library to meet the debt service payment requirements; and

Whereas it is the desire of the City of Parma City Council and the Patricia Romanko Public Library to maintain a good payment history with certain vendors that provide ordinary and necessary goods and services to the city on a regular basis; and

Whereas the City of Parma City Council desires the Patricia Romanko Public Library Board to review all expenditures, whether pending to be paid, or paid; and

Whereas the City Treasurer, or Deputy shall present a list of bills paid prior to approval to the Library Board for concurrence, and then to the Parma City Council for final authorization; and

Whereas only expenditures which have been budgeted will be paid, including Payroll and Payroll Liabilities; and

Whereas the Parma Mayor, City Council and City Staff are thankful there is a public library to enrich the quality of life in the Parma Community and appreciate the good faith efforts of those involved with the library; and

Whereas this resolution once approved by the Parma City Council and signed by the Mayor shall be certified to the Patrica Romanko Public Library Board of Trustees to include in their Policies and Procedures; and

Whereas the City of Parma desires to establish rules for all departments and funds in a transparent, appropriate, ethical and orderly process of the budget of the City of Parma taxpayer funds.

NOW THEREFORE, be resolved by the Mayor and the City Council of the City of Parma the following;

Section 1 PRE-AUTHORIZED GOODS / SERVICES. The City Treasurer or Deputy is authorized to pay the following vendors for the listed purposes by the due date on the bill and prior to submitting the bill to the City Council and the Library Board for approval so long as the expenditure is accounted for in the budget and if needed to avoid a late charge:

Vendor	Goods / Services
Idaho Power	Utilities
Ziply Fiber	Internet Services
Ednetics	Phone Services
Employees	Payroll & Payroll Liabilities
ICCU Credit Card	Training / Travel Expenses

A. Vendors may be modified or changed as may be warranted and this resolution may be kept up to date without further passage except for adding a new good or service shall constitute a need for a new resolution.

Section 2 PURCHASE ORDERS. The City Treasurer or Deputy shall collect from the Library Director or Library Staff a written Purchase Order indicating which pre-determined budget line items will be charged against; shipping or cost to ship or receive the product; number of items, unit cost, total cost of the purchase order and vendor where purchase should be initiated. The Purchase Order should also be countersigned by the Library Board of Trustees, Library Director and Library Staff member submitting the orders.

A. RETURN OF ITEMS THOUGH PURCHASE ORDERS. Items submitted through the Purchase Order system may be ordered by the City Treasurer or Deputy and received at City Hall.

B. RETURN FOR CREDIT ON ACCOUNT Items not needed, wanted or mis-ordered, will be promptly returned to City Hall within 3 days for return and credit on return if ordered through City Hall Staff.

Section 3 CREDIT CARD ISSUANCE. The Library Director may be issued a credit card issued by the City of Parma and its financial institution with limits set by City Treasurer or Deputy for purchases for library purposes; but in no case shall the credit card be used for personal use which is grounds for dismissal and potentially criminal charges.

Section 4 GRANTS.

A. APPROVAL OF PROGRAM GRANTS. The library Director will notify the City Treasurer or Deputy of grants being applied for at the time of application so they may be tracked and if necessary budgeted in the appropriate fiscal year. Expenditure for grants shall be approved during the budget process or at the time the budget would need to be reopened. The Library Board understands the cost of re-opening the budget will be borne against the Library chart of accounts. Revenues from grants shall not be expended until which time the revenues and expenditures are reflective in the budget in the appropriate fiscal year. All grant paperwork will be turned over to the City Treasurer or Deputy for appropriate retention and classification of the record.

A. APPROVAL PROPERTY GRANTS. Any grant which will affect property of the City of Parma shall be first approved by the Patrica Romanko Public Library Board in an open meeting, then approved by the Parma City Council at a regular meeting. Property includes: the building, vehicles, capital purchases or any purchase or program which will reflect on the city's liability insurance.

Section 5 REVENUES. All revenues collected by the Patrica Romanko Public Library staff, trustees or others are city funds and must be turned over to the City Treasurer or Deputy on the same or next business day in which it was collected. The revenues will be booked into the appropriate lines of the City of Parma's Official Accounting system. Receipts may be sent electronically to the Library Director / Staff.

Section 6. EXPENSES. Any and all expenses, receipts for goods or services shall be turned into the City Treasurer or Deputy on the same or next business day in which it was received. Failure to turn in an invoice will delay its payment and could incur a finance or late charge. If a late charge is assessed, it will be booked against the library accounts.

Section 7 REPORTS. The City Treasurer or Deputy shall generate a report not later than the 30th day following the close of the month indicating the Budget Versus Actual Expenditures, Budget Versus Actual Revenues and a Cash Report which will be presented to the Patrica Romanko Public Library Board of Trustees for concurrence not later than 30 days after the report was generated. The report shall be indicated on the Library Board of Trustees Agenda as an "Action Item" which will be acknowledged for concurrence.

Section 8 RECORDS. The Patrica Ramonko Library Board of Trustees, through the Library Director will ensure original minutes, agendas and other records will be transferred to the City of Parma Custodian or Records, the City Clerk of the City of Parma. These records are property of the City of Parma.

PASSED AND APPROVED this __________ day of ______________, 2025.

______________________________ ATTEST: ______________________________

Angie Lee, Mayor **Melissa Klinge, City Clerk**