

## **RESOLUTION – 2025-TBD (CREDIT CARD AUTHORIZATION)**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PARMA, AUTHORIZING THE CITY TREASURER TO ALLOW THE ISSUANCE OF CREDIT CARDS OR PURCHASE CARDS TO CERTAIN INDIVIDUALS, SETTING THE EXPECTATIONS OF ITS USE, SETTING LIMITS, OUTLINING POLICY AS IT RELATES TO LOST, STOLEN OR MISUSED CREDIT AND OR PURCHASE CARDS, TO ENSURE THE TRANSPARENT, APPROPRIATE AND ETHICAL SPENDING OF TAXPAYER FUNDS.**

**Whereas** the City Council routinely entrusts city employees with purchasing authority; and

**Whereas** the City Council desires to issue credit card or purchase card instruments to certain employees with purchasing authority; and

**Whereas** the City Council desires its creditors to be paid within terms allowed; and

**Whereas** the City Council entrusts the City Treasurer to adjust card limits as he / she determines is in best management practices and best interest of the City; and

**Whereas** the City Council encourages the City Treasurer or Deputy to report and document suspicious activity on the credit accounts; and

**Whereas** this resolution, once approved by the Parma City Council and signed by the Mayor shall be included in the City's Personnel Policy Manual, Standard Operating Policies and Procedures. A copy of this resolution will be given to each user and they will indicate their understanding of this policy with a signature or initials and date, which will be placed in their employee file. (EXHIBIT D)

**NOW THEREFORE** let it be resolved by the Mayor and City Council of the City of Parma the following:

**Section 1 CREDIT CARD USAGE.** Some employees may be issued a Credit Card or Purchase Card for allowed official city business such as purchasing supplies, paying for approved travel and necessary services. The issuance of a card is a privilege that must not be misused. Misuse of a Credit or Purchase Card may be grounds for dismissal including civil and criminal penalties.

**Section 2 PROHIBITION OF PERSONAL USE.** Employees cannot use municipal credit cards for any personal expenses, even if they intend to reimburse the city.

**Section 3 AUTHORIZED USERS.** Only designated and authorized employees may use a city credit or purchase card.

**Section 4 ALLOWED CARD USAGE.** City of Parma Credit Cards should only be used for vendors who the city does not routinely do business with or will not in the foreseeable future. This would include purposes of:

- a) **Pre-Approved Training expenses:** Travel, Lodging, Meals, Conference Attendance or parking.
- b) **Maintenance & Operations expenses:** Purchases of “One-Offs” where the vendor will not be utilized again up to the limit set in Section 3.
- c) **Online expenses:** Only online expenses where a revolving account is not available to the city. For example, Amazon, Specialty Items, etc.
- d) **Fuel expenses:** The use of Valley Wide Co-Op fuel cards are issued to Police Department Vehicles and to Public Works Vehicles. Fueling personal vehicles is prohibited with the use of any card

**Section 5 SECURE THE CARD.** Users are responsible for the physical security of their card.

**Section 6 SURRENDER THE CARD.** Users are to return the card upon termination of employment or when requested by the City Treasurer, City Clerk, Department Supervisor or Mayor. It may only be surrendered to one of the individuals listed in this section.

**Section 7 IDAHO CENTRAL CREDIT UNION CARD LIMITS.** The City of Parma has a limited amount of credit with Idaho Central Credit Union. Exhibit A indicates the limit of each card holder.

**Section 8 VALLEY WIDE COOPERATIVE LIMITS (PUBLIC WORKS).** The City of Parma has a limited amount of credit with Valley Wide Cooperative. This limit is shared amount all Public Works Users. The Public Works Personnel card holders routinely purchase fuel, and other Public Works supplies in the store. Exhibit B indicates the names of those holding cards.

**Section 9 VALLEY WIDE COOPERATIVE LIMITS (POLICE DEPARTMENT).** The City of Parma has a limited amount of credit with Valley Wide Cooperative. This limit is shared amount all Police Department Users. The Police Department card holders routinely purchase fuel and vehicle maintenance items. Exhibit C indicates the names of those holding cards.

**Section 10 LOST, STOLEN OR MISUSED CREDIT / PURCHASE CARD.** Any time a card is lost or stolen it is the duty of the card holder to notify the City Treasurer, Deputy or Mayor immediately so the card may be locked to ensure the unauthorized purchases are isolated.

**Section 11 CONSEQUENTSS OF MISUSE.** Cardholders can be held personally liable for unauthorized or undocumented charges. The city may recover costs from an employee’s wages if the card is used for personal purchases. The employee may be responsible for any administrative fees or bank charges related to the misuse. Misuse can also lead to

disciplinary action, up to and including termination. There may be civil and criminal penalties.

**Section 11 RECEIPTS,** The person the card or instrument is issued to shall be immediately turn in all receipts of its use to the City Treasurer or Deputy with a form which shall be signed the person issued the card or instrument which shall be signed indicating the use of the card or instrument were not for personal use or gain and for city purposes only.

**Section 12 REPORTING.** The City Treasurer or Deputy shall report any and all suspicious activity on the credit accounts as soon as possible to the Mayor, City Council, City Attorney, City Auditor, and / or Law Enforcement regarding any suspicious activity. The City Treasurer or Deputy will create a written record of the suspicious activity to include statements if available of the card holder. This documentation will become attached to the credit card statement, and if required turned over to Law Enforcement. The Mayor and City Council may request an Executive Session to discuss the matter, including the termination of the employee accused of misusing or misplacing the instrument.

**Section 13 FINANCIAL CONTROL POLICY.** This resolution will be included in the information turned over to the City's Auditor and become part of the record of the annual audit.

**Section 14 EXHIBITS TO CHANGE.** The following exhibits may change periodically but will be included as addendums to the original Resolution without further approval from the city. Only when the amounts of the AVAILABLE LIMITS change will the resolution be brought back before the City Council or at the request of the Mayor.

**EXHIBIT A – ICCU CREDIT LIMITS**

**EXHIBIT B – VALLEY WIDE COOPERATIVE AUTHORIZED USERS (PUBLIC WORKS)**

**EXHIBIT C – VALLEY WIDE COOPERATIVE AUTHORIZED USERS (POLICE DEPARTMENT)**

**EXHIBIT D – CARD USER STATEMENT OF UNDERSTANDING**

**PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025 BY  
THE MAYOR AND PARMA CITY COUNCIL.**

\_\_\_\_\_  
Angie Lee, Mayor

ATTEST \_\_\_\_\_  
Melissa Klinge, City Clerk

<b>EXHIBIT A – ICCU CREDIT LIMITS - TOTAL AVAILABLE LIMIT = \$40,000</b>		
<b>Name Issued</b>	<b>Current Credit Limit</b>	<b>Date Issued</b>
Jeffery David Smith, Jr	\$1,000	September 2025
Dustin Riggs	\$5,000	August 2025
Jacob M Qualls	\$5,000	April 2025
Robert Topie	\$5,000	April 2025
Melissa Klinge	\$5,000	April 2025
Jessica M Melton	\$5,000	April 2025
Angie D Lee	\$5,000	April 2025
Sharlene McCaslin	\$1,500	April 2025

<b>EXHIBIT B – VALLEY WIDE COOPERATIVE (PUBLIC WORKS) – TOTAL AVAILABLE CREDIT LIMIT = \$2,500</b>		
<b>Allowed Users</b>		
Talon Ankenbauer		
Edward K Correl-Deitrick		
Hunter Mitchell		
Dustin Riggs		
Kyle Sprinkle		
Chelsie Johnson *		

\* Not regular employee, but authorized to use

<b>EXHIBIT C – VALLEY WIDE COOPERATIVE (POLICE DEPARTMENT) – TOTAL AVAILABLE CREDIT LIMIT = \$3,000</b>		
<b>Allowed Users</b>		
Jade Earl		
Tiffany McLaughlin		
Jeffery Smith		
Robert Topie		
Jessica Melton*		

\* Not sworn patrol officer but authorized to use.

**EXHIBIT D – EMPLOYEE STATEMENT OF UNDERSTANDING AND ACCEPTANCE OF POLICY.**

I \_\_\_\_\_ received a copy of the approved resolution and understand my responsibilities for the use of a Credit Card or Purchase Card. I further understand the misuse of a credit card or purchase card may be grounds for immediate dismissal and potential criminal and civil penalties.

**Date Signed:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Employee**

\_\_\_\_\_  
**Witness Signature**