

## **RESOLUTION – 2025-TBD (CLAIM AUTHORIZATION APPROVAL)**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PARMA AUTHORIZING CERTAIN BILLS AND INVOICES TO BE PAID PRIOR TO SUBMITTAL TO THE CITY COUNCIL. THIS RESOLUTION IS CONSTRUCTED TO ENSURE THE 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 to meet the debt service payment requirements; and

**Whereas** it is the desire of the City of Parma City Council 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 to review all expenditures, whether pending to be paid, or paid; 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 appreciative of the good faith efforts of those purchasing and being good stewards of the public monies entrusted with the city; and

**Whereas** this resolution once approved by the Parma City Council and signed by the Mayor shall be included in the City's Standard Operations 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**, let it 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 (Exhibit A) for the listed categories by the due date on the bill and prior to submitting the bill to the City Council for approval so long as the expenditure is accounted for in the budget and if needed to avoid a late charge

**Section 2 ADDING VENDORS.** Department heads may petition the City Council to add additional vendors to the list which may be modified by Council Resolution, additionally, vendors who have simply changed their name will not constitute a need for a new resolution.

**Section 3 ANNUAL UPDATE.** The City Treasurer or Deputy shall create a new resolution annually to update vendor changes and city needs.

**Section 4 FINANCIAL REPORTING.** The City Treasurer or Deputy will create a list of vendors who have been paid without prior approval of the City Council and take the list to the Council for approval at the next regular meeting, additionally a report will be generated which will indicate the claims which have been approved in the meeting This documented list will be retained in the files of the City Treasurer and turned over to the auditor annually.

**Section 5 PAYROLL REPORTING.** The City Treasurer or Deputy will create a report indicating the payroll summary for the previous calendar month and take the report to the Council for approval. This document will be retained in the files of the City Treasurer and turned over to the auditor annually.

**Section 5 LIMITS.** The limit the City Treasurer or Deputy may pay without prior approval, regardless if on Exhibit A shall be no more than \$5,000 with the exception of debt payments which are already automatically deducted and payroll expenses. Payments to be made over that amount will be brought to the Council at the next regular meeting and decided at that point as part of the Claim Approval Process.

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

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

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

**EXHIBIT A**

<b>CONTRACTUAL AGREEMENTS</b>	
	BenConnected – IT Services
	Castleton Law, PLLC – Legal Services
	Dennis Huett – Janitorial Services
	HECO – Engineering Services (Routine)
	MSBT, PLLC – Legal Services
	Parma Rural Fire Department – Impact Fee Passthrough
	Steve Pierson – Building Permit Review
	T Young Inspections, LLC – Building Inspections
<b>CREDIT CARD / ACH PROCESSING &amp; DEBT</b>	
	Idaho Central Credit Union (VISA)
	PAYA / Nuvei
	Valley Wide Co-Op
	USDA Annual Debt (Bond) Payments
	John Deere Credit (Payments)
<b>DUES AND SUBSCRIPTIONS</b>	
	Association of Idaho Cities
	COMPASS
	DIGLINE
	Idaho City Clerks, Treasurers and Finance Officers Association (ICCTFOA)
	Idaho Rural Water Association
	Parma Lions Club
	Treasure Valley Partnership
<b>MAINTENANCE SUPPLIES &amp; SERVICES</b>	
	Agri-Line Irrigation
	Analytical Laboratories
	Big Valley Supply
	Dr. Pipeline
	Ferguson Waterworks
	OXARC
	South Fork Hardware
	USA Bluebook
<b>OFFICE SUPPLIES &amp; SERVICES</b>	
	American Legal Publishing
	Cartridge World
	Idaho Press Tribune
	Medical Associates of Idaho
	Office Savers Online

<b>PAYROLL &amp; PAYROLL LIABILITIES</b>	
	AFLAC
	COLONIAL LIFE
	Elected Official Salaries
	Employee Paychecks
	Federal Tax Income Withholding
	Idaho State Income Tax Withholding
	Legal Garnishments
	NC PERS
	One America Life Insurance
	PERSI
	PERSI Choice (Empower)
	Social Security & Medicare
	Tax Fees and Fines
	Unemployment Taxes
<b>POLICE EXPENSES &amp; SERVICES</b>	
	Idaho State Police
	Canyon County (Spillman)
<b>PROJECT EXPENSES</b>	
	Only project expenses explicitly identified and failing into the project budget which have been approved ty the governing board and in the minutes of the meeting
<b>REIMBURSEMENTS &amp; REFUNDS</b>	
	Customer Overpayment of Utility Bills
	Employee Authorized Training, Travel & Lodging Reimbursements
	Employee Cell Phone Reimbursements
<b>UTILITIES &amp; COMMUNICATIONS</b>	
	Idaho Power
	Verizon
	Zipty Fiber
	Fatbeam
	Intermountain Gas
	Sparklight
	Hardin Sanitation
<b>VEHICLE MAINTENANCE</b>	
	Bruce & Rod's Point S
	Canyon County Fleet
	NAPA Auto Parts