

## **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. Misuse of a Credit or Purchase Card may be grounds for termination of employment, or other adverse disciplinary action, and may result in criminal charges and the payment of civil restitution.

**Section 2 PROHIBITED PERSONAL USE.** Use of the city-issued credit card for individual meals, lodging, fuel, airfare, or other travel-related expenses is prohibited unless approved in advance by the City. Use of the city credit card for other personal uses is prohibited. All property purchased with the City credit card is and shall remain City property, misuse or misappropriation of which may subject the user to criminal charges. If in doubt, users must consult city staff for prior authorization.

**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 OR Travel expenses:** Travel, Lodging, Meals, tips, Conference Attendance and parking, only when previously approved or approved upon review of extenuating circumstances, and only outside the City limits of Parma.
- 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 keeping the card secure from loss or compromise of the card number and identifying data on the 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 CONSEQUENCES OF MISUSE.** Misuse can subject the user to disciplinary action, up to and including termination. The person misusing the card may also be subject to civil and criminal penalties. Idaho Code § 18-1359, Using public position for personal gain, provides: "No public servant shall: (a) Without the specific authorization of the governmental entity for which he serves, use public funds or property to obtain a pecuniary benefit for himself." For purposes of that Code section, "Pecuniary benefit" means any benefit to a public official or member of his household in the form of money, property or commercial interests, the primary significance of which is economic gain, and "Public servant" means any officer or employee of government, including legislators and judges, and any person participating as juror, advisor, consultant or otherwise, in performing a governmental function.

**Section 11 PURCHASE AND OTHER TRANSACTION RECEIPTS,** The person to whom the card or instrument is issued shall promptly deliver a copy of all transaction receipts to the City Treasurer or Deputy. If a transaction receipt is lost or unavailable, the employee shall notify the Treasurer or Deputy and attempt to obtain a copy from the business as soon as practicable. To reduce handling of paperwork and potential loss of records, email and scanned copies of receipts are acceptable. Upon delivery of the receipt the person making the charge shall certify that each of the tendered transaction receipts were for official use only. If the purchase is for physical property, the location and status of the property purchased shall be recorded and provided to City Hall for audit purposes.

**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.

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

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

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