

RESOLUTION NO. 1529

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DAYTON, COLUMBIA
COUNTY, WASHINGTON, REPEALING SECTION 8.8 AND CREATING A NEW
SECTION 8.8 OF THE 2018 DAYTON PERSONNEL POLICIES AND
PROCEDURES, CREDIT CARD POLICY

WHEREAS, it is important to have clear policies in place detailing the guidelines for appropriate behavior for employees and city officials; and

WHEREAS, the City wishes to amend its current policy in regard to the use of official City credit cards by employees and city officials; and


WHEREAS, such activity is authorized by RCW 43.09.2855 and RCW 42.24.115; and

WHEREAS, credit card use policy brings the City into compliance with the auditing recommendations and requirements of the State Auditor's Office;

NOW, THEREFORE, CITY COUNCIL OF THE CITY OF DAYTON, WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Council repeals section 8.8 of the Dayton Personnel Policies and Procedures, dated 2018 and adopts the attached policy, marked as Exhibit "A", SECTION 8.8, City Credit Card Use by Employees and City Official.

ADOPTED by the City Council of the City of Dayton, Washington on this 9th day of January, 2024.



Roger Trump, Mayor

Attested By:



Debra M Hays, City Clerk-Treasurer

Approved as to form:



Quinn Plant, City Attorney

EXHIBIT "A"

Dayton Personnel Policies and Procedures,
Credit Card Use by Officials and Employees

8.8.

1. Purpose. The purpose of this provision shall be to set forth the policy of the City of Dayton, Washington, for the use of credit cards by City officials and employees. This chapter shall be interpreted to provide for the use of credit cards by authorized persons to the fullest extent allowed by law including RCW 43.09.2855 and RCW 42.24.115.
2. Definitions. As used in this policy, the term "credit card" means a card or device issued under an arrangement pursuant to which the issuer (credit card company) gives to the card holder (the City) the privilege of obtaining credit from the issuer. Credit cards include cards imprinted with a specific named individual user, cards imprinted with a specific named city department, and cards issued for use by the City with a specific vendor.
3. Credit card limits. The credit limit on each subsidiary credit card shall not exceed \$6,000.
4. Issuance, Use and Control of Credit Cards. The City adopts the following system for the issuance, use and control of credit cards by City officials and employees:
 - a. The Clerk-Treasurer or her designee is authorized to obtain City credit cards under the following system, which provides for the distribution, authorization, control, credit limits and payment of bills through the use of the credit cards by City officials and employees.
 - b. Issuance and Use. Credit cards may be issued to the City of Dayton and used by authorized City officials and employees for purchasing goods, services, supplies and other items from vendors; incurring registration, and training or travel expenses in connection with the performance of their duties on behalf of the City.
 - c. Authorization and Control. Upon authorization from the Mayor, or each Department Head or designee, City officials and employees may obtain a credit card from the Clerk-Treasurer who shall maintain a ledger of individuals and departments receiving credit cards, including the date the card was distributed.
 - d. Approved Uses of Credit Cards. Credit cards may be used for

the following:

- i. Fuel, supplies and equipment - only if an open charge account is not available. Charges for supplies and equipment shall not exceed \$1,000 per item without approval by the Mayor, or department head or designee.
- ii. Registrations for training seminars, and job-related conferences.
- iii. Travel and/or training expenses including deposits to hold rooms, lodging, airline tickets, meals (except alcoholic beverages), tips, parking and gasoline.
 - a) Expenses incident to authorized travel charged to a City-issued credit card must return to the City with credit card receipts in accordance with the City travel policies and procedures.
 - b) Failure to provide detailed documentation as required by the policy may result in the user being responsible for the charge.
- e. Purchasing Restrictions. The following credit card uses are prohibited:
 - i. Cash advances of any kind.
 - ii. Payment of invoices or statements received by the City, Not related to City Business.
 - iii. Alcoholic beverages.
 - iv. Personal expenses of any kind.
- f. Disallowed Charges. If certain credit charges are disallowed by the City Clerk-Treasurer as a result of an internal audit or City policy, such charge must be repaid to the City. As a condition of using the card, the person using a city credit card hereby consents to the right of the City to withhold funds payable to the official or employee up to the amount of the disallowed charge including interest at the rate charged by the credit card company.
- g. Misuse of a City Credit Card.
 - i. Misuse of a City credit card may result in disciplinary action up to and including termination and legal action.
 - ii. The Mayor or Clerk-Treasurer is authorized to revoke the use of any credit card issued and immediately require the surrender of the credit card.
 - iii. The Clerk-Treasurer may deliver a notice of revocation to the credit card company with the City not being liable for any future costs incurred after the date of notice of revocation.
- h. Credit cards are to be returned to the City immediately upon ending employment.

- i. The Clerk-Treasurer shall implement accounting controls to promote the proper use of credit cards and reduce the risk of loss or misuse.
5. Payment of Bills. The Clerk-Treasurer shall establish a procedure for the prompt payment of all credit card bills on or before the due date.
6. The Clerk-Treasurer is authorized to adopt any additional rules or policies necessary to implement the provisions of this financial policy.