

**BUSINESS OF THE CITY COUNCIL
WINDSOR HEIGHTS, IOWA
AGENDA STATEMENT**

Item No. 7
For Meeting of 08/17/09


ITEM TITLE: Resolution approving the City's Administrative policies regarding credit card usage

CONTACT PERSON: Marketa George Oliver, City Administrator

SUMMARY EXPLANATION

Following is a resolution which adopts an administrative policy regarding credit card usage for the City of Windsor Heights. The City has previously not used a credit card, but is finding the need for a City Credit card more frequent when ordering certain supplies and engaging in travel for City business.

The policy has also been reviewed by the Policy, Administration and Finance Committee, who recommends its adoption.

<input checked="" type="checkbox"/> Resolution _____ <input type="checkbox"/> Ordinance _____ <input type="checkbox"/> Contract _____ <input type="checkbox"/> Other (Specify) _____
Funding Source _____
APPROVED FOR SUBMITTAL _____ <div style="text-align: center;"> City Administrator</div>

STAFF RECOMMENDATION: Pass resolution on a roll call vote.

COUNCIL ACTION:

RESOLUTION 09-0817/

APPROVING AN ADMINISTRATIVE POLICY REGARDING CREDIT CARD USAGE

WHEREAS, the City of Windsor Heights, Polk County, State of Iowa, is a duly organized Municipal Organization; **AND**,

WHEREAS, the City strives to provide superior municipal services at the lowest cost possible; **AND**,

WHEREAS, the City Council wishes to adopt an administrative policy regarding credit card usage; **AND**,

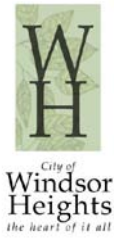
WHEREAS, the City Council has determined that appropriate credit card usage promotes the public good;

NOW THEREFORE BE IT RESOLVED by the City of Windsor Heights City Council in session this 17th day of August, 2009 that it hereby adopts this Administrative Policy, (AP 09-01) regarding hiring and recruitment and that this policy shall be effective upon passage.

David J. Sullivan, Mayor

Attest:

Marketa George Oliver, City Administrator/Clerk



Administrative Policy Regarding Credit Card Usage

City Credit Card Usage

This policy is adopted to establish guidelines for use of City-issued credit cards by employees.

The Mayor and City Administrator shall be issued a credit card for use in the course of City business. One additional credit card shall be available for use by City Employees and must be checked out by the City Clerk prior to use.

Credit Cards may be used generally for the following items, although they may be used for other purchases as approved by the City Administrator and/or Mayor:

1. Meal expense when on City business (no liquor expenses or gratuity expenses beyond 15% of the bill submitted can be included).
2. Gasoline for City vehicles
3. Lodging
4. On-line purchases requiring a credit card and no other payment or billing option is available. On-line purchases require prior approval for non-budgeted items.
5. Purchases requiring immediate payment if the City is unable to issue a check for the purchase. Prior approval is required.

As credit cards are issued in the Mayor or City Administrator's name only, employees traveling out of town on City business will be provided a certificate signed by City Administrator stating approval for that employee's use of the card for legitimate purposes during their trip.

All receipts must be brought into the Chief Financial Officer's office upon return of the card. If receipts are not turned in, the City will not be responsible for those charges on the card and said charges shall become the responsibility of the employee making the charges.

This policy is subject to change or modification by the City Council at any time.

Adopted this 17 August, 2009.

Jerry Sullivan, Mayor

Marketa Oliver, City Administrator/Clerk