

**RESOLUTION NO. 584**

A resolution by the City of Columbus, Kansas, amending Article XII, entitled, Special Provisions of the Personnel Regulations for the Employees of the City of Columbus, Kansas.

WHEREAS, the Governing Body directs that the City's personnel policy shall be updated and revised to reflect updated credit card policy pursuant to Ordinance No. 1459.

WHEREAS, the Personnel Regulations for the Employees of the City of Columbus, Kansas, Article XII, Section XII-4, shall be updated to reflect Council action taken on December 19, 2016, regarding employee health insurance premium contributions.

NOW THEREFORE, be it resolved by the Governing Body of the City of Columbus, Kansas, that Article XII, Section XII-11, Special Provisions of the Personnel Regulations for the Employees of the City of Columbus, Kansas, shall be amended by updating credit card policy for the City Administrator, City Clerk, City Superintendent, Chief of Police, Fire Chief and City Foreman, according to Ordinance No 1459.

BE IT RESOLVED, by the Governing Body of the City of Columbus, Kansas, that Article XII, Section XII-4, Insurance, shall be amended as follows:

New Section XII-4

XII-4 Insurance.

- A. All regular full-time employees shall be eligible for group medical insurance after sixty (60) days of employment.
- B. When an individual is required to pay premiums because of participation in a group medical insurance plan, the amount of such premium shall be deducted from the employee's paycheck.
- C. All costs for individual or family medical insurance shall be paid by the employee during the period the employee is on extended unpaid leave, on unauthorized leave, or participating in any unlawful work stoppage, or if electing insurance coverage through COBRA provisions.
- D. Individual and family medical insurance coverage may be extended for a temporarily disabled employee drawing workers' compensation. The employee's share of the cost shall be deducted from any compensation due the employee in addition to workers' compensation payments. In the event no additional compensation is due, insurance may be extended at the option of the employer.
- E. No employee shall be entitled to a cash payment of any kind in lieu of medical insurance coverage.

BE IT FURTHER RESOLVED, by the Governing Body of the City of Columbus, Kansas, that Article XII, Section XII-11 City Credit Purchase Card, shall be amended as follows:

New Section XII-11

XII-11 City Credit Purchase Card

The City of Columbus, Kansas, has a limited credit purchase card program to be used when necessary by the City Clerk, Chief of Police, City Administrator, City Superintendent, **City Foreman and Fire Chief** for flexibility when purchasing items or services, such as travel expense, needed immediately and not suited to the City's routine purchasing procedures.

**A. Department heads and the City Foreman shall each be responsible for a credit purchase card in the amount of the spending limit: City Clerk, \$3000.; Chief of Police, \$3000.; City Administrator, \$7000.; City Superintendent, \$7000.; City Foreman, \$3000; Fire Chief, \$3000.**

B. Cards are to be used only by the employee to whom the card is issued and for authorized City purchases only. Any use of the card for private or personal purchases is prohibited, and any such use will result in disciplinary action and/or possible termination of employment. Continued failure to submit detailed invoices to support monthly charges could result in the loss of credit purchase card privileges and/or disciplinary action. Availability of the purchase cards does not modify or invalidate the City's official purchasing policies and procedures regarding bids, price quotes, etc.

C. The City Clerk **or designee** shall review all charges and maintain records of each card including detailed written receipts and invoices, purchase and activity logs showing all activity on each card, and reconciliation of each billing statement. The City Administrator shall also review invoices, receipts, purchase and activity logs and monthly statements of all credit purchase cards.

D. Either the cardholder, City Clerk **or designee** should note the budgetary account number to be charged on the invoice or sales receipt.

E. Each cardholder shall obtain and be responsible for the required purchase documentation in the form of a detailed written invoice or sales receipt obtained at the time of purchase. The cardholder shall provide the original invoices and receipts to the City Clerk **or designee** for entry into the purchase log. The invoice shall include a notation by the card holder stating the exact business purpose of the purchase. In the event that an invoice is lost or unavailable, the card holder shall submit a written, detailed statement describing the business purpose of the charges.

F. The cardholder is responsible for informing the merchant when a purchase is tax exempt and to provide the merchant with a copy of the City's tax exemption certificate.

G. Periodic audits of the credit purchase card accounts will be conducted by the City Clerk, City Administrator, Budget Committee or independent auditors.

H. Monthly reconciliation statements showing credit purchases and payments shall be submitted for review by the City Council.

I. Any lost or misplaced credit card shall be reported immediately to the City Administrator and City Clerk.


Article XII is revised in its entirety, attached and incorporated by reference.

Passed and approved by the Governing Body of the City of Columbus, Kansas, this 18th day of February, 2020.

CITY OF COLUMBUS, KANSAS

  
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Grant Spieth, Mayor

ATTEST:

  
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Cherri Chancellor, City Clerk

