

RESOLUTION NO. 2023-03

A RESOLUTION ADOPTING REGULATIONS RELATED TO THE USE OF CREDIT CARDS FOR LAKE POINT

WHEREAS Lake Point is authorized and required to adopt regulations related to the management, protection, and disposal of City finances and property under Utah Code §§ 10-8-1 and 10-8-2;

WHEREAS Lake Point is authorized to adopt and did adopt a financial administration ordinance, purchasing policy, and various reimbursement policies, to govern purchases and approvals for varying levels of fund expenditures under Utah Code §§ 10-6-122, 10-6-158, and 10-6-159, including by way of Lake Point Ordinance No. 2022-06, Lake Point Resolution 2022-06, and Lake Point Resolution 2022-07;

WHEREAS the Lake Point City Council desires to establish regulations, policies, and procedures to govern the use, management, and control of credit cards and related expenditures of funds;

NOW, THEREFORE, BE IT RESOLVED by the Lake Point City Council as follows:

Section 1. Purpose. The purpose of this Resolution is to establish policies and regulations to govern the use of credit cards for Lake Point.

Section 2. Scope. Purchases shall not be made and encumbrances shall not be incurred for the benefit of the city, except as provided by the Utah Uniform Municipal Fiscal Procedures Act, Title 10, Chapter 6 of the Utah Code, applicable portions of the Utah Procurement Code, Title 63G, Chapter 6a of the Utah Code, the Building Improvements and Public Works Projects Act, Title 11, Chapter 39 of the Utah Code, and all applicable ordinances and resolutions adopted by the Lake Point city council. In the event of a conflict between this chapter and the Utah Procurement Code, the provisions of this chapter shall prevail.

Section 3. Credit Cards.

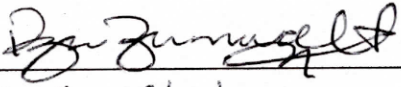
- a. The Lake Point City Council may authorize the use of one or more credit cards for Lake Point business pursuant to such terms, conditions, and credit agreements as the City Council may authorize from time to time.
- b. The authorized users of any Lake Point credit card shall be designated by the City Council from time to time. Such users shall be responsible for protecting, securing, and using the credit card pursuant to Lake Point regulations and the terms and conditions of all applicable credit card agreements.
- c. All purchases made with any credit card shall only be made in accordance with Lake Point financial administration regulations, which require transactions to be approved by at least two City Council members or by majority vote of the City Council depending on the amount of the transaction and whether it is recurring.

- d. All statements and other records related to the use of Lake Point credit cards shall be kept, recorded, and accounted for in accordance with best accounting and record-keeping practices.
- e. Lake Point credit cards shall not be used for any personal or non-city use. This prohibition shall include any situations where a user incurs a personal or non-city charge subject to that individual's later reimbursement or discharge of the charge from the user's personal funds.
- f. Charges and other debts accrued against Lake Point credit cards shall be paid solely from Lake Point funds. Every effort should be made to ensure that charges and debts accrued against Lake Point credit card accounts are paid promptly and timely without incurring interest charges or late fee.
- g. Any rewards, credits, cash-back, points, or other incentives offered or provided in connection with any Lake Point credit card shall be kept, accounted for, and used solely for Lake Point business.
- h. The violation of these rules may be grounds for disciplinary action and/or criminal prosecution.

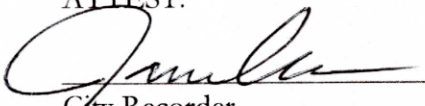
Section 4. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED, AND ADOPTED on the 25th day of January, 2023

Lake Point

By 
Chair Vice-Chair

ATTEST:


City Recorder

SEAL

Voting:

Daniel Crawford	Yea ☒	Nay ☐	Absent ☐
Doyle Garrard	Yea ☒	Nay ☐	Absent ☐
Jonathan Garrard	Yea ☒	Nay ☐	Absent ☐
Kathleen VonHatten	Yea ☒	Nay ☐	Absent ☐
Ryan Zumwalt	Yea ☒	Nay ☐	Absent ☐