

Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: 10/03/2023	PREPARED BY: Lizette Parra
Meeting Date Requested: 10/25/2023	PRESENTED BY: Margot Wilder
ITEM: (Select One) <input checked="" type="checkbox"/> Consent Agenda Brought Before the Board Time needed:	
SUBJECT: Request to increase the Human Resources (HR) department credit limit for the Purchase Card (P-Card) to \$12,000. Also, grant the Franklin County Administrator, the authority to increase a department's purchase card limit on a one-time basis when appropriate and necessary to maintain daily operations.	
FISCAL IMPACT: There will be no cost to increase the limit	
BACKGROUND: The P-Card for the Human Resources department currently reflects a maximum credit amount of \$7,500. The HR department is requesting an increased limit of \$12,000, based on the increasing financial need of the department in covering select benefits. The HR department covers several benefit costs for both LEOFF 1 retirees and the initial payment of Life Flight for all members during open enrollment. For 2023 and beyond, we are anticipating an increase in Life Flight enrollments and membership fees, and have already seen increased costs of monthly LEOFF 1 benefits. We believe that increasing the limit from \$7,500 to \$12,000 will provide us with enough financial flexibility to cover the necessary costs.	
COORDINATION: Mike Gonzalez – County Administrator, Margot Wilder – HR Director, Tim Anderson – Finance Director	
RECOMMENDATION: The above parties recommend the Purchase Card limit increase to \$12,000 for the Human Resources department.	
ATTACHMENTS: (Documents you are submitting to the Board) ASR – Resolution	
HANDLING / ROUTING: (Once document is fully executed it will be imported into Document Manager. Please list <u>name(s)</u> of party(s) that will need a pdf.) Original : Clerk of the Board Copy: Human Resources, Auditor, Treasurer	

I certify the above information is accurate and complete.

Name: M. Wilder Margot Wilder, HR Director

FRANKLIN COUNTY RESOLUTION _____

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON**

**AUTHORIZING THE HUMAN RESOURCES TO OBTAIN DEPARTMENT PURCHASE CARD LIMIT
ABOVE THE PURCHASING CARD POLICY LIMIT AND GRANT THE COUNTY ADMINISTRATOR
AUTHORITY TO GRANT ONE-TIME CREDIT LIMIT INCREASES AS NEEDED**

WHEREAS, pursuant to RCW 43.09.2855 local governments are authorized to use credit cards for official government purchases and acquisitions; and

WHEREAS, the Franklin County Purchasing Card Policy (Resolution 2019-252, Section 6) limits the Human Resources department to a \$7,500 limit; and

WHEREAS, the Board desires to set a \$12,000 limit to the Human Resources Department as the purchase card department limit; and

WHEREAS, the Board desires to grant the Franklin County Administrator the authority to authorize a one-time credit limit increases to departments when it is deemed appropriate and necessary to maintain daily operations; and

WHEREAS, the Board of County Commissioners constitutes the legislative authority of Franklin County and desires to authorize that limit for the Human Resource's County purchase card as being in the best interest of Franklin County;

NOW, THEREFORE IT IS HEREBY RESOLVED the Franklin County Board of Commissioners hereby authorizes the limit of \$12,000 to the Human Resources Department as the purchase card department limit;

BE IT FURTHER RESOLVED the Franklin County Board for Commissioners hereby grants the Franklin County Administrator the authority to grant a one-time credit limit increase to departments that shows the need to maintain daily operations

DATED this _____ day of _____, 2023.

**BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON**

Chair

Chair Pro Tem

Member

ATTEST:

Clerk of the Board