

**CITY OF GOLD BAR, WASHINGTON
RESOLUTION #26-06**

**A RESOLUTION FOR THE CITY OF GOLD BAR, WASHINGTON AMENDING THE
PERSONNEL MANUAL**

WHEREAS, the Association of Washington Cities provides annual updates to best practice guidelines and recommendations; and

WHEREAS, the most recent annual site visit recommendations included updating the Personnel Manual;

NOW THEREFORE, THE COUNCIL FOR THE CITY OF GOLD BAR DO RESOLVE that the City of Gold Bar Personnel Manual be updated as follows.

Section I, Title 32, Driver's License Requirements

Section II, Title 39, Credit Card Use Policy

Section III, Title 50, Securing Property Against Theft

Section IV, Severability

Section V, Effective Date

Section I, Title 32, ~~Driver's License~~ Driving Requirements

As part of the requirements for certain specific City positions, an employee may be required to hold a valid Washington State driver's license, and/or a Commercial driver's license. This Title applies to all full or part time employees, elected and appointed officials, and volunteers, when driving vehicles owned, leased, or rented by the City, or when driving their personal vehicle in performance of their job.

Vehicles shall be used strictly for City business, including but not limited to, attending meetings, site inspections, emergency response, and regular duties.

All City vehicles are smoke-free and vape-free environments.

Handheld phone use is prohibited. Hands-free use is permitted only for essential business communications.

Personal use of City vehicles for errands, shopping, or recreations is strictly prohibited. Employees may take a City vehicle home when on stand-by or on-call status, for work with contracted entities, or with prior supervisor approval.

A. The City maintains a proactive stance on driver safety through the following:

1. Pre-Employment. Applicants must submit, or agree to the City obtaining, a driving abstract.
2. Regular Reviews. The City will pull updated driving abstracts for all authorized drivers every three years.

A. B. Duty to Report. Employees must notify their supervisor within 24 (twenty-four) hours if any of the following issues have occurred.

1. A license is suspended or revoked.

2. A license is lost.

3. A license is not current, valid, and in the employee's possession.

4. The driver receives a minor violation, even if in a personal vehicle. A 'minor violation' shall be defined as any moving violation other than a major violation, including speeding less than ten (10) miles over the posted speed limit; failure to obey traffic control devices; using a wireless communication device in violation of the Revised Code of Washington (RCW) 46.61.667; driving while distracted; and/or driving an unregistered vehicle.

5. The driver receives a major violation, even if in a personal vehicle. A 'major violation' shall be defined as being found guilty of driving under the influence of alcohol, marijuana, or drugs; failure to stop/report an accident; reckless driving involving speeding ten (10) miles over the posted speed limit; impaired or negligent driving; homicide, manslaughter, or assault arising out of the use of a vehicle; making a false accident report; driving with a suspended/revoked license; driving without insurance; and/or attempting to elude a law enforcement officer.

6. The driver is involved in any motor vehicle accident.

The following will not count against the driver as a violation: motor vehicle equipment, load, or size requirements; improper or failure to display license plates; and/or any non-moving violation in which the driver has been charged with an infraction such as a parking violation.

If an employee's license is revoked, suspended, or lost, or is in any other way not current, valid, and in the employee's possession, the employee shall promptly notify his or her supervisor and The employee, elected or appointed official, or volunteer will be immediately suspended from city-related driving duties. The employee may not resume driving until proof of a valid, current license is provided to his or her supervisor. B. Depending on the duration of the license suspension, revocation, or other inability to drive, an employee may be subject to disciplinary action, up to and including termination. (See also section 'I' in this Title.)

C. D. All drivers are required to follow the traffic laws of the State of Washington, or if out of state, the traffic laws of that state.

Any employee, elected or appointed official, or volunteer will be disqualified from using city vehicles or personal vehicles for city business if records show a conviction for DUI, reckless driving, or leaving the scene of an accident within the last five (5) years. An employee may be subject to further disciplinary action, up to and including termination. (see also section 'I' in this Title.)

In the event of any collision while operating any City vehicle, regardless of how minor, the following steps must be taken.

1. Immediately ensure safety and call emergency services if there are injuries.

2. Immediately, or as quickly as possible, notify the appropriate supervisor, or if unavailable, the Office Manager and/or Mayor.

3. Exchange information with third parties (do not admit fault) at the scene.

4. Obtain photos if possible.

5. Preserve vehicle camera documentation.

6. Complete any required incident forms within twenty-four hours.

7. Undergo drug and/or alcohol screening within eight hours for alcohol and thirty-two hours for drug testing.

~~D. E.~~ All employees, elected or appointed officials, and volunteers operating a city vehicle or a personal vehicle on city business, shall be at least twenty-one (21) years old and have a minimum of three (3) years driving experience before being permitted to operate vehicles.

~~E. F.~~ Every driver shall present a currently valid driver's license which is of adequate classification to meet state law. A photocopy of the license will be maintained in ~~the~~ confidential personnel files. Upon expiration/renewal of the driver's license, the driver shall be required to present the new license for copying and filing.

~~F.~~ All drivers will immediately notify their supervisor if any of the following changes in the driver's record occur.

1. ~~Suspended or revoked license~~

2. ~~Change from 'Acceptable' status to 'Borderline' or 'Poor' based on the following table:~~

Number of violations in last 3 years	Number of at-fault accidents in last 3 years			
	0	1	2	3
0	Acceptable	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Borderline	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor
Major Violation	Poor	Poor	Poor	Poor

~~a. 'Major Violation' shall be defined as being found guilty of driving under the influence of alcohol, marijuana, or drugs; failure to stop/report an accident; reckless driving involving speeding ten (10) miles over the posted speed limit; impaired or negligent driving; homicide, manslaughter, or assault arising out of the use of a vehicle; making a false accident report; driving with a suspended/revoked license; driving without insurance; and/or attempting to elude a law enforcement officer.~~

~~b. 'Minor Violation' shall be defined as any moving violation other than a major violation, including speeding less than ten (10) miles over the posted speed limit; failure to obey traffic control devices; using a wireless communication device in violation of the Revised Code of Washington (RCW) 46.61.667; driving while distracted; and/or driving an unregistered vehicle.~~

~~e. The following will not count against the driver as a violation: motor vehicle equipment, load, or size requirements; improper failure to display license plates; failure to sign or display registration; failure to have valid driver's license in possession; and/or any non-moving violation in which the driver has been charged with an infraction such as a parking violation.~~

~~G. All drivers shall meet the driving record standards in the table found in F(2). No driver whose driving record is graded at 'poor' shall drive a city-owned vehicle or personal vehicle on city business until upgraded to at least 'borderline'.~~

H. G. Every driver shall complete and pass a Defensive/Distracted Driving Course as offered through the Association of Washington Cities – Risk Management Service Agency (AWC RMSA) or that meets the requirements of AWC RMSA.

H. Backing Vehicles.

Backing vehicles presents an increased risk of injury and property damage. Employees operating City vehicles shall use safe backing practices at all times.

Before backing a vehicle, drivers shall walk completely around the vehicle when practical, to identify hazards, pedestrians, fixed objects, and traffic conditions. Drivers shall not rely solely on mirrors or backup cameras and shall maintain awareness of blind spots. When conditions limit visibility or present increased risk, a spotter shall be established before backing begins.

To further reduce backing-related incidents, the City shall prioritize rear visibility enhancements within its vehicle fleet such as factory-installed backup cameras or equivalent rear visibility technology.

~~I. The City shall review the driving history of employees, elected or appointed officials, and volunteers that operate city vehicles or personal vehicles on city business, every three years. This review may include obtaining a Motor Vehicle Report. Permission must be obtained from the employee, elected or appointed official, or volunteer, prior to obtaining a Motor Vehicle Report.~~

I. Compliance and Disciplinary Action.

Failure to adhere to this Title, including failure to report an accident or unauthorized personal use, may result in the revocation of driving privileges, suspension, demotion, or termination of employment.

When an employee is involved in multiple preventable accidents within the same year, the City will conduct a documented review of the incidents, evaluate contributing factors such as training, vehicle type, workload, etc., and determine which of the following progressive corrective actions are necessary.

1. Verbal counseling.
2. Written warning.
3. Mandatory defensive driving or remedial driver training.
4. Temporary suspension of driving privileges.
5. Increased supervision or monitoring.

6. Modification of workload or responsibilities.

7. Reassignment of driving duties.

8. Permanent reassignment to non-driving duties where operationally feasible.

9. Disciplinary action consistent with this policy.

The level of discipline imposed shall be determined based on the severity of the incident, whether the accident was preventable, prior driving history, and other relevant circumstances.

Nothing in this Title requires progressive discipline where the seriousness of the conduct warrants more immediate action. Examples include driving under the influence, reckless driving, hit-and-run incidents, refusal to report an accident, and/or unauthorized use of City vehicles.

~~J. Failure to follow this policy may result in disciplinary action including, but not limited to, a restriction on driving city-owned vehicles, a restriction on driving personal vehicles for city business, suspension, demotion, or termination.~~

Section II, Title 39, Credit Card Use Policy

~~A. The use of credit cards is a customary and economical business practice to improve cash management, reduce costs, and increase efficiency. With that basis of understanding, the~~ purpose of this title is to establish a policy and procedure related to the issuance, distribution, authorization, control, and use of City credit cards to promote accountability, reduce the risk of misuse, error, or fraud, and to ensure compliance with the Revised Code of Washington (RCW) 43.09.2855. ~~B. The purpose of this title shall also be to establish credit limits and payments of bills related to City credit cards.~~

In accordance with RCW 43.09.2855, the City authorizes the use of credit cards for official government purchases and acquisitions. All card usage shall be for the sole benefit of the City and shall strictly adhere to the guidelines set forth in this policy.

This policy applies to all City officials and employees issued a City credit card or otherwise authorized to make purchases using City credit card accounts.

~~C. The City of Gold Bar finds that the use of credit cards is a customary and economical business practice to improve cash management, reduce costs, and increase efficiency.~~

~~D. A. Setting up of Accounts:~~ Card Issuance and Authorized Users. The Office Manager or designee will be responsible for setting up the City's credit card account(s) with an appropriate banking facility.

City credit cards shall be issued only to employees or officials whose job duties require frequent or time-sensitive purchases and where other purchasing methods are impractical. Credit cards are issued to specific individuals, may not be shared or transferred unless prior supervisor approval

for extenuating circumstances such as emergencies has been obtained, and remain the property of the City. Cards must be returned immediately upon request or termination of employment.

B. Cardholders are responsible for safeguarding the credit card and account information and shall not allow use by unauthorized individuals. Lost or stolen cards must be reported immediately to the supervisor, office manager, clerk/treasurer, and card issuer. The card holder shall promptly document the loss or theft in writing. Failure to report a lost or stolen card in a timely manner may result in revocation of card privileges and corrective action.

~~E. C.~~ Credit cards will be limited to credit limits up to \$10,000. The Mayor may authorize a higher credit limit if deemed appropriate.

~~F. D.~~ Distribution of credit cards: the number of cards issued per account will be determined by the City Treasurer or Mayor, keeping in mind the regularity of anticipated use and frequency of travel by City staff or officials.

~~G. E.~~ Authorization and Control: the Office Manager or designee will be responsible for the distribution and tracking of each credit card issued.

~~H. F.~~ Payment of Bills: all receipts and associated documentation will be turned in to the City Treasurer or Public Works Director when incurred. Billing statements will be sent to the City Treasurer who will reconcile statements and reimburse the credit card account monthly. Payment of any disallowed charges will be processed as stated in subsection ~~'K'~~ below 'I' of this Title.

~~I. G.~~ The process for charging a purchase to the credit card shall be as follows.

1. Transactions under one hundred dollars (\$100) daily will not require prior authorization. Such small daily transactions must be documented by receipts turned in to the supervisor the same day the transaction takes place or as soon as reasonable in cases of travel, training, etc.

2. Transactions over one hundred dollars (\$100) daily shall require prior authorization, and a purchase order number, be documented in writing, and documentation of that authorization along with receipts, must be turned into the supervisor the same day the transaction takes place or as soon as reasonable in cases of travel, training, etc.

a. Fuel transactions are exempt from written prior authorization. Receipts must be turned in to the supervisor on the same day as the transaction takes place. Fuel usage is tracked in an alternative authorization method by the public works director and clerk/treasurer.

3. Supervisors shall submit receipts and any required documentation to the clerk/treasurer.

4. The ~~C~~clerk/~~T~~reasurer will file any required approvals and all receipts with the credit card statement and reconciliation.

5. Statements, reconciliations, and documentation shall be reviewed after completion by the Finance Committee, and/or mayor, city council, or designated staff member other than the clerk/treasurer.

~~J. H. Personal charges: personal charges to City credit cards are not allowed~~ strictly prohibited. Any employee that uses a card for non-City business may be subject to disciplinary action up to termination of employment.

~~K. I. Disallowed charges: Authorized Use and Prohibitions. credit cards may only be used for City business.~~

1. Any employee using a City-issued credit card for prohibited non-City business shall be billed for all charges on the credit card, and the City Treasurer or his or her designee is directed and authorized to make payroll deductions to recover any unauthorized charges if the employee does not pay the charges prior to the time they are due. The amount due by the employee will include any accrued credit card interest and any penalties resulting from the charge.

2. City credit cards shall be used only for the purchase of goods, services, and supplies necessary for official city business expenses and in accordance with the City's purchasing policies and adopted budget.

3. Travel expenses must comply with training and travel policies in this personnel manual, and with RCW 42.24.115.

4. In compliance with state law, cash advances and/or obtaining cash through an ATM or bank teller is prohibited per RCW 43.09.2855(2).

5. Purchase of alcohol, tobacco, vape products, and/or drugs is prohibited.

6. Splitting a single transaction into multiple smaller transactions to circumvent credit limits is prohibited.

~~L. Any employee that uses a card for non-City business may be subject to disciplinary action which may take the form of disciplinary letters in personnel files, or up to termination of employment.~~

~~M. J. The Mayor, or supervisor, as appropriate, may bar any employee with a demonstrated history of charge card defaults, from using any City credit cards.~~

~~N. Cash advances: cash advances on all City credit cards are prohibited.~~

K. Administration and Compliance.

The city shall administer its credit card program by compliance with the following.

1. Adoption of a written credit card use policy as part of the city's personnel manual.
2. Establishment of internal controls and approval processes.
3. Independent review of transactions.
4. Timely payment of credit card balances.
5. Adequate documentation to support all expenditures.
6. Periodic review and update of this Title as necessary to reflect operational changes, audit recommendations, Association of Washington Cities recommendations, or statutory requirements.

Section III, Title 50, Securing Property Against Theft

The purpose of this policy is to reduce the risk of theft, vandalism, and unauthorized use of City-owned vehicles, tools, and equipment by establishing minimum security requirements when assets are not in use.

This policy applies to all employees and to all City-owned or leased vehicles, tools, equipment, and portable assets, whether located at City facilities, job sites, or in the field.

A. Policy and Procedures

When City vehicles, tools, or equipment are not actively in use, employees shall take reasonable steps to secure them against theft or unauthorized access, including the following minimum requirements.

1. Vehicle Security

- a. Vehicles shall be locked whenever unattended, regardless of location or length of time.
- b. Keys shall never be left in unattended vehicles, including during short stops or while loading or unloading.
- c. Vehicles shall be parked, when practical, in well-lit and visible areas or in secured facilities.

2. Tools and Equipment

- a. Portable tools, equipment, and high-value items shall be secured in lockboxes, locked compartments, locked buildings, locked vehicles, or locked tool chests when not in use.
- b. Tools and equipment shall not be left in open truck beds or unsecured areas unless actively in use.
- c. Items shall not be left in plain view inside vehicles when unattended.

3. Overnight Storage

- a. Tools, equipment, and materials shall not be left in vehicles overnight unless the vehicle is stored in a secured, locked facility or prior written approval is granted by a supervisor due to operational necessity.

b. When overnight storage in a vehicle is unavoidable, additional security measures (e.g., locked enclosures, alarms, or removal of high-value items) shall be implemented.

4. Job Site Security

a. At job sites, tools and equipment shall be secured or removed when crews leave the site, including during breaks when practicable.

b. Employees shall remain alert to unauthorized individuals in work areas and report suspicious activity to a supervisor.

5. Responsibility and Reporting.

a. Employees are responsible for safeguarding City property assigned to them.

b. Any theft, attempted theft, loss, or damage shall be reported immediately to a supervisor and documented in accordance with City procedures.

B. Compliance

Employees shall be expected to comply with the requirements of this policy. Failure to follow these requirements may result in corrective action, up to and including discipline, in accordance with City policy.

C. Review

This policy shall be reviewed periodically and updated as needed to reflect operational changes, fleet composition, or loss experience.

Section IV, Severability

This resolution is severable and if any portion of it shall be declared invalid or unconstitutional, the remaining portion shall remain valid and enforceable.

Section V, Effective Date

This resolution shall take effect from, and after, its passage, approval, and publication as provided by law.

Passed by the Council for the City of Gold Bar on this _____ day of _____, 2026.

Attest: _____, Steve Yarbrough, Mayor

Attest: _____, Lisa Stowe, Clerk/Treasurer