

RESOLUTION NO. 2005 – 046

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, AUTHORIZING THE TOWN ADMINISTRATOR TO APPLY FOR A CREDIT CARD FROM COMMUNITY BANK OF FLORIDA TO BE UTILIZED FOR OFFICIAL GOVERNMENT PURCHASES; AUTHORIZING THE ISSUANCE OF ONLY ONE CREDIT CARD THAT SHALL ONLY BE UTILIZED BY THE TOWN ADMINISTRATOR; CAPPING THE MAXIMUM MONTHLY CREDIT CARD USAGE AT \$10,000; REQUIRING THAT THE CREDIT CARD BILL MUST BE REVIEWED AND PAID BY A TOWN CHECK BEARING TWO AUTHORIZED SIGNATURES; REQUIRING TIMELY PAYMENT; REQUIRING THE TOWN ADMINISTRATOR TO PUT INTO EFFECT A TOWN PROCEDURE GOVERNING APPROPRIATE CREDIT CARD USAGE AND SECURITY MEASURES PRIOR TO THE CREDIT CARD'S ACTIVATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the use of credit cards is a customary business practice to improve cash management, to reduce costs, and to increase efficiency; and

WHEREAS, local governments customarily utilize credit cards to conduct day to day operations; and

WHEREAS, the Town of Southwest Ranches has found that certain purchases, including travel, requires the use of a credit card; and

WHEREAS, the use of a Town credit card, in limited situations, will help to simplify certain Town operations; and

WHEREAS, Community Bank of Florida, the Town's Bank, is requesting a Resolution from the Town Council authorizing the Town Administrator to obtain and to utilize a Town credit card; and

WHEREAS, the Town Administrator shall be the only individual authorized to utilize the Town credit card; and

WHEREAS, the Town credit card shall have a monthly spending limit cap of \$10,000, unless the Town Council specifically authorizes purchases in excess of the spending limitation; and

WHEREAS, the credit card bills must be paid timely and the credit card bills must be reviewed and paid by a Town check bearing two authorized signatures; and

WHEREAS, prior to the credit card's activation, the Town Administrator shall put into effect a Town procedure governing appropriate credit card usage and security measures.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Southwest Ranches, Florida:

Section 1: The above referenced recitals are true and correct and are incorporated herein by reference.

Section 2: The Town Council hereby authorizes the Town Administrator to apply for a credit card from Community Bank of Florida to be utilized for official government purchases.

Section 3: The Town Council authorizes the issuance of only one credit card that shall only be utilized by the Town Administrator.

Section 4: The Town Council hereby caps the monthly maximum credit card usage at Ten Thousand Dollars (\$10,000), unless the Town Council, via Resolution, specifically authorizes purchases in excess of the monthly usage limitation.

Section 5: All credit card bills must be reviewed and paid by a Town check bearing two authorized signatures.

Section 6: All credit card bills must be paid timely, without penalty.

Section 7: Prior to activating the credit card, the Town Administrator shall put into effect a Town procedure governing appropriate credit card usage and security measures.

Section 8: This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED by the Town Council of the Town of Southwest Ranches, Florida, this 10th day of March 2005, on a motion by Council Member Don Maines and seconded by Council Member Forest Blanton.

Fink	<u> A </u>	Ayes	<u> 3 </u>
Knight	<u> Y </u>	Nays	<u> 1 </u>

Blanton Y
Maines Y
Nelson N

Absent or
Abstaining 1

Mecca Fink
Mecca Fink, Mayor

ATTEST:

Shari Canada
Shari Canada, Town Clerk

Approved as to Form and Correctness:

Gary A. Poliakoff
Gary A. Poliakoff, J.D., Town Attorney
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