

RESOLUTION NO: 2017-10-19E

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OVERTON, TEXAS AUTHORIZING THE ISSUANCE AND USE OF CITY CREDIT CARDS FOR THE DAY TO DAY OPERATIONS OF THE CITY OF OVERTON BY THE CITY MANAGER, CITY SECRETARY, CITY COMPTROLLER, CHIEF OF POLICE; CODE ENFORCEMENT / PUBLIC RELATIONS OFFICER; UTILITIES SUPERINTENDENT AND CHIEF OF THE VOLUNTEER FIRE DEPARTMENT; SETTING A MAXIMUM CREDIT LIMIT NOT TO EXCEED TWO THOUSAND FIVE HUNDRED (\$2,500.00) DOLLARS PER MONTH PER CARD; AND ESTABLISHING SPECIFIC ITEMS AUTHORIZED TO BE PURCHASE WITH THE USE OF THESE CREDIT CARDS.

WHEREAS, the City of Overton, Texas is a Texas Municipal entity and a General Law Type A entity acting by and through its City Council and Mayor having 1200 S. Commerce Street as its legal mailing and legal physical address; and

WHEREAS, the City of Overton, Texas engages in governmental activities, including providing services to the general population at large which include: Water, Sewer, Trash, Municipal Community Center, Parks & Recreation Municipal Cemetery, Police, Fire which require acquisitions and expenditures to operate its City departments; and

WHEREAS, the City of Overton, Texas in order to facilitate the operations of the City departments and to likewise facilitate the duties of its department heads desires to obtain a Visa Credit Card and a line of credit and credit limit not to exceed the sum and amount of Two Thousand Five Hundred (\$2,500.00) Dollars per month through the issue of Texas Bank and Trust, at its Overton Banking Center in Overton, Texas, for the use exclusive and only of the City of Overton; and

WHEREAS, City Council does hereby approve the issuance of a Credit Card to the City of Overton for the use by the City Manager, City Secretary, City Comptroller, Chief of Police,

Code Enforcement / Public Relations Officer; Utilities Superintendent and Chief of Volunteer Fire Department; and

WHEREAS, the City Credit Cards used for purchases on behalf of the City of Overton shall be supervised and handled by the City Manager or City Manager Designee; and

WHEREAS, the City Credit Cards shall be limited to a maximum credit limit not to exceed Two Thousand Five Hundred (\$2,500.00) Dollars; and

WHEREAS, payments for credit card usage bill to be based on supporting documents {not statements} such as paid bills or receipts; and

WHEREAS, if an annual fee is assessed by the Credit Card Company it shall be paid by the City of Overton; and

WHEREAS, the purposes for which the City credit card may be used are:

- A. Purchase of gasoline, oil, tires, vehicle repairs and maintenance for municipal vehicles and equipment; and
- B. Registration fees and hotel fees associated with municipal training classes and municipal travel; and
- C. Purchase of supplies for the use in the operation of the City of Overton; and
- D. General municipal supplies ordered online where a City business account cannot be established.

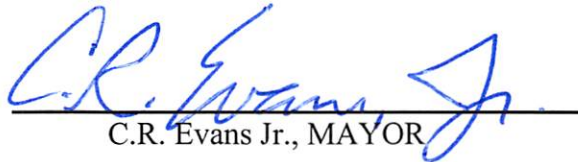
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OVERTON, TEXAS THAT:

SECTION 1: The City Council hereby empowers the Mayor and the City Secretary of the City of Overton, Texas to make and execute all forms, applications, papers and documents necessary and requisite with Texas Bank & Trust to have issued to the City of Overton, Visa Business credit cards having a line of credit and credit limit not to exceed the sum of Two Thousand Five Hundred (\$2,500.00) Dollars on each card for exclusive use by the City Manager, City Secretary, City Comptroller, Chief of Police, Utilities Superintendent and Chief of Volunteer Fire Department for authorized activities and budgeted expenditures of the City of Overton, Texas.

DULY APPROVED AND RESOLVED BY THE CITY COUNCIL OF THE CITY OF
OVERTON, TEXAS ON THIS 19th DAY OF OCTOBER, 2017.



CITY OF OVERTON


C.R. Evans Jr., MAYOR

ATTEST:

APPROVED AS TO FORM AND LEGALITY:


Rachel Gafford, CITY SECRETARY


Blake Thompson, CITY ATTORNEY