



Item No. 116

AGENDA ITEM REQUEST FORM

Finance

Department Submitting Request

Doug Haag
Doug Haag
Dept Head's Signature

REG COMMISSION
Meeting Dates 7:00PM

DEADLINE TO
Town Clerk's Office

ROUNDTABLE
Meeting Dates 7:00PM

DEADLINE TO
Town Clerk's Office

- Oct 12, 2010
- Nov 9, 2010*
- Dec 14, 2010
- Jan 11, 2011
- Feb 8, 2011
- Mar 8, 2011

- Oct 1 (5:00 pm)
- Nov 12 (5:00 pm)
- Dec 3 (5:00 pm)
- Dec 31 (5:00 pm)
- Jan 28 (5:00 pm)
- Feb 25 (5:00 pm)

- Oct 26, 2010
- Nov 23, 2010*
- Dec 28, 2010*
- Jan 25, 2011
- Feb 22, 2011
- Mar 22, 2011

- Oct 15 (5:00 pm)
- Nov 12 (5:00 pm)
- Dec 17 (5:00 pm)
- Jan 14 (5:00 pm)
- Feb 11 (5:00 pm)
- Mar 11 (5:00 pm)

*Subject to Change

- | | | | |
|--|---|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Presentation | <input type="checkbox"/> Reports | <input type="checkbox"/> Consent | <input type="checkbox"/> Ordinance |
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Quasi Judicial | <input type="checkbox"/> Old Business | <input type="checkbox"/> New Business |

SUBJECT TITLE: A resolution authorizing participation in a commercial credit card account with Sun Trust Bank and authorizing appropriate Town officials to conduct transactions with the SunTrust card account.

EXPLANATION: This resolution authorizes participation in a commercial credit card account with Sun Trust Bank. Issuance of a Town credit card to the Town Manager and Assistant Town Manager would be beneficial for on-line purchases, obtaining discounts that are time-specific, and avoiding sales tax applied when personal credit cards are used to purchase Town goods. Now if we wish to purchase something on-line from a vendor other than Office Depot or Kinko's (with whom we have Town credit cards), a Town employee must use their personal credit card and be reimbursed. Vendors charge sales tax because the individual paying for the product does not have tax-exempt status. Use of a credit card for payment still requires that procurement regulations be followed

RECOMMENDATION:

Approve the attached resolution with SunTrust Bank authorizing appropriate Town officials to be issued a Town credit card.

EXHIBITS:

Unincorporated Organization Certificate of Authority (Commercial Credit Card Account)

FISCAL IMPACT AND APPROPRIATION OF FUNDS:

- Amount \$ _____ Acct # _____
- Transfer of funds required From Acct # _____

Town Attorney review required
 Yes No

Town Manager Initials CH



Unincorporated Organization Certificate of Authority
(Commercial Credit Card Account)

I, the undersigned, hereby certify that I am the _____ and custodian of the records of
_____ (the "Organization"), that the following is a true and correct copy
of certain resolutions duly adopted by the board of trustees or other governing body of the Organization at a meeting
duly held on the _____ day of _____, _____ at which a quorum was present and acting,
and that the following resolutions are in conformity with the charter and by-laws of the Organization and have not since
been rescinded or modified.

RESOLVED that the Organization enter into a commercial credit card account ("Card Account") relationship with
SunTrust Bank ("Bank") and that any _____ (number required) of the individuals listed below:

Table with 2 columns: Print Name, Title. Rows include Constance Hoffmann (Town Manager) and Ralph Bentley (Asst. Town Manager).

Is (are) authorized to enter into, and execute and deliver on behalf of this Organization any agreements, documents, or
other instruments the Bank may require in order to establish and administer the Card Account, and that this Organization
shall be bound by the terms and conditions of said agreements, documents, or other instruments as the same may be
amended from time to time.

FURTHER RESOLVED, that the undersigned is (are) authorized and directed to furnish the Bank a certified copy of
these resolutions, which resolutions shall continue in full force and effect until written notice of modification or revocation
of the same has been received by the Bank and the Bank has had reasonable time to act on such notice, and to furnish
to the Bank the names and specimen signature of the authorized person(s) named herein, and those persons from time
to time holding such positions.

I hereby certify that the following are the names and specimen signatures of the authorized person(s) designated in the
foregoing resolutions and that each presently holds that title indicated and has full authority for all acts noted herein.

Table with 3 columns: Print Name, Title, Signature. Rows include Constance Hoffmann (Town Manager) and Ralph Bentley (Asst. Town Manager) with handwritten signatures.

IN WITNESS WHEREOF I have hereunto subscribed my name and affixed the seal of said Organization this _____
day of _____, _____

(Organization Seal)

Signature

Title

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RESOLUTION 2010-34

A RESOLUTION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA AUTHORIZING PARTICIPATION IN A COMMERCIAL CREDIT CARD ACCOUNT WITH SUNTRUST BANK AND AUTHORIZING THE APPROPRIATE TOWN OFFICIALS TO ESTABLISH AND ADMINISTER THE ACCOUNT AND CONDUCT TRANSACTIONS WITH THE ACCOUNT, PROVIDING FOR REPEAL OF ANY CONFLICTING RESOLUTION, SEVERABILITY, AND AN EFFECTIVE DATE.

14 **WHEREAS,** The Town of Lauderdale-By-The-Sea (“Town”) wishes to enter into a
15 credit card account and authorize certain individuals to take actions with regard to this account.

16 **NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF**
17 **THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA:**

18 **Section 1. Recitals.** Each “WHEREAS” clause set forth is true and correct, and
19 herein incorporated by this reference.

20 **Section 2. Establishment of Account.** The Town Manager is authorized to enter
21 into, and execute and deliver on behalf of the Town any agreements, documents, or other
22 instruments the Bank may require in order to establish and administer a credit card account with
23 SunTrust Bank (the “Bank”) and Town shall be bound by the terms and conditions of said
24 agreements, documents, or other instruments as the same may be amended from time to time.

25 **Section 3. Authorized Individuals.** Further resolved, that the Town Manager is
26 authorized and directed to furnish the Bank a certified copy of these resolutions, which
27 resolutions shall continue in full force and effect until written notice of modification or
28 revocation of the same has been received by the Bank and the Bank has had reasonable time to
29 act on such notice, and to furnish to the Bank the names and specimen signatures of the
authorized person(s) on the account and the persons from time to time in such position.

30 **Section 4. Conflict.** All resolutions or parts of resolution in conflict herewith are
31 hereby repealed to the extent of such conflict.

32 **Section 5. Severability.** If any clause, section or other part of this resolution shall be
33 half by any court of competent jurisdiction to be unconstitutional or invalid, such
34 unconstitutional or invalid part shall be considered as eliminated and in no way affecting the
35 validity of the other provisions of this resolution.

36 **Section 6. Effective Date.** This resolution shall become effective immediately upon
37 its passage.

38 **PASSED AND ADOPTED** this _____ day of _____, 2010.

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Mayor Roseann Minnet

Attest:

Town Clerk, June White CMC
(CORPORATE SEAL)

APPROVED AS TO FORM:

Susan L. Trevarthen, Town Attorney