

RESOLUTION NO. 2018-04

A RESOLUTION AUTHORIZING THE CITY CLERK-TREASURER TO PAY FOR GOODS AND SERVICES, EMPLOYEE PAYROLL AND COORDINATE PAYMENT FOR EXPENDITURES UP TO \$3000.00 AUTHORIZED BY THE MAYOR PRIOR TO SUBMITTING THE BILLS TO COUNCIL

WHEREAS, certain goods and services provided for the City on a regular basis have a billing cycle that requires the bill to be paid prior to the monthly Council meeting and a late fee is charged to the City for later payment and it is the desire of the City Council to avoid payment of late fees; and

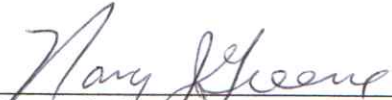
WHEREAS, City employees require wages to be paid in a regular and timely manner; and

WHEREAS, situations may arise requiring the Mayor to authorize the immediate purchase and payment of goods, services or equipment prior to approval by the Council at the monthly Council meeting up to the amount of \$3,000 per vendor.

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Peck that the following pre-authorization for payment of certain goods, services, and equipment and employee payroll be adopted:

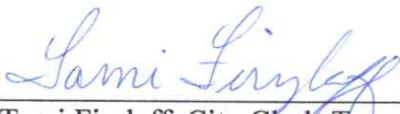
1. The City Clerk-Treasurer is authorized to pay for recurring goods and services by the due date on the bill and prior to submitting the bill to the City Council for approval. Examples of these services include but are not limited to Internet services, telephone services, credit card purchases, laboratory tests, gas/diesel/oil, chemicals for water department, and various parts and supplies.
2. The City Clerk-Treasurer is authorized to process payroll for City personnel on the first regular business day of each month.
3. In situations where authorized by the Mayor, the City Clerk-Treasurer is authorized to arrange payment for purchases up to the amount of \$3,000 per vendor.
4. The City Clerk-Treasurer shall include the above payment in the bills submitted to Council for ratification at the first Council meeting following the payment of the bill.

PASSED by the City Council this 27th day of June, 2018.



Nancy J. Greene, Mayor

Attest:



Tami Firzlaff, City Clerk-Treasurer