

**RESOLUTION NO. 12-31**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF CASTLE PINES, COLORADO  
ESTABLISHING A MERCHANT CREDIT CARD ACCOUNT WITH KEYBANK,  
DESIGNATING AUTHORIZED SIGNATORIES, AND AUTHORIZING A  
SERVICE FEE FOR CITY CREDIT CARD TRANSACTIONS**

**WHEREAS**, pursuant to Section 31-15-302(a) and (b), C.R.S., the City Council of the City of Castle Pines (“City”) has the authority to control the finances and property of the City and to appropriate money for municipal purposes and provide for payment of debts and expenses of the municipality; and

**WHEREAS**, the City Council desires to establish a merchant credit card account through KeyBank to provide the convenience of credit card payments to persons and entities making payments to the City for various municipal services subject to a nominal service fee; and

**WHEREAS**, the City Council finds that a nominal service fee of three percent (3%) is necessary to recover the direct and indirect costs incurred by the City in providing the option of credit card payments to its customers; and

**WHEREAS**, the City Council wishes to designate individuals as signatories on said account in accordance with Council approved policies.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CASTLE PINES, COLORADO THAT:**

**Section 1.** The City Council approves the establishment of a merchant credit card account with KeyBank, authorizes a service fee of Three Percent (3%) to be charged on all transactions, and further authorizes the City Manager and Finance Director to take all necessary steps to establish such account.

**Section 2.** The City Council hereby designates the following individuals as authorized signatories on the City’s KeyBank account to act in accordance with Council approved policies:

Mayor

Mayor Pro Tem

Treasurer

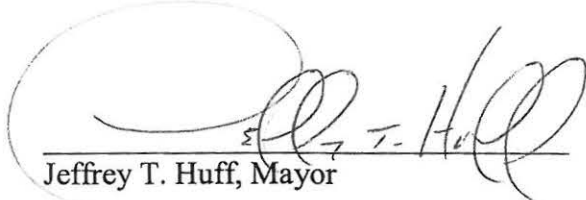
City Clerk

Finance Director

**Section 3.** In accordance with current City policy and practices, checks must be signed by two of the above-designated signatories.

**Section 4. Effective Date.** This Resolution shall take effect upon its approval by the City Council.

**INTRODUCED, READ AND ADOPTED AT A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF CASTLE PINES, COLORADO the 8<sup>th</sup> day of May, 2012.**



Jeffrey T. Huff, Mayor

ATTEST:



Dan Schatz, City Clerk

APPROVED AS TO FORM:



Linda Michow, City Attorney