



AGENDA ITEM COMMENTARY

MEETING NAME: City Council
MEETING DATE: August 19, 2024
ITEM TITLE: Consider and take appropriate action on Resolution 2024-028

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH, TEXAS AUTHORIZING A CREDIT CARD AGREEMENT WITH CITY BANK TEXAS FOR PURCHASING AND FLEET CARD SERVICES; AND PROVIDING AN EFFECTIVE DATE

STAFF INITIATOR: Terri Robinette, City Secretary

BACKGROUND:

Currently the City uses a purchasing card issued through Citi Bank. This card is used by all employees for fuel purchases, supply purchases and other expenses as approved. The Fire Department currently utilizes a fleet card for fuel purchases issued through Wex Bank. Throughout the last two audits, our policy on employee credit cards has been under review. At this time, staff is recommending a change to our purchasing and fleet card vendor.

The current card through Citi bank does not offer the accounting and reporting tools that are needed to make the necessary entries into the general ledger for credit card purchases. This makes this monthly entry very time-consuming for the finance department. Employees are also still required to submit paper copies of receipts. Record requests and even departmental requests for information regarding purchases is also very in-efficient due to these paper records. City Bank offers both an online portal and app for employees to use to upload receipts (as easy as taking a picture on your phone) and also to generate reports. Expense reports will then be submitted to department heads so there is an auditable trail of approvals for all transactions.

The tools in the City Bank portal will also offer the Finance department the ability to upload transactions and details directly into our Tyler Accounting System. This will allow for better efficiency and record keeping.

In regards to the fleet card, many of our employees who are currently issued a purchasing card only need the authorization and ability to purchase fuel for a city-owned vehicle. By implementing a city-wide fleet card, we can limit the amount of employees who are issued a purchasing card to only those lead-employees and department heads. Fleet cards come with the same portal and tools as mentioned above on the purchasing card with the added benefit of the requirement to enter odometer readings during the fuel purchase process for easy of tracking mileage.

Both cards offer a 1% cash back option that will be paid quarterly as a rebate to the City. Also, it is the practice of the Finance Department to pay all balances in full each month so that no interest is incurred.

EXHIBITS:

Resolution

Purchasing Card Terms and Conditions

COUNCIL ACTION/STAFF RECOMMENDATION:

Approve Resolution