RESOLUTION NO.

A RESOLUTION AMENDING RESOLUTION 5638-16 AUTHORIZING USE OF MUNICIPAL CREDIT CARDS BY CERTAIN OFFICERS AND EMPLOYEES OF THE CITY OF GULF SHORES

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GULF SHORES, ALABAMA, WHILE IN REGULAR SESSION ON AUGUST 22, 2016, as follows:

Section 1. That Resolution 5638-16, authorizing Use of Municipal Credit Cards by Certain Officers and Employees of the City of Gulf Shores, be and is hereby amended by adding certain positions and amounts.

Section 2. That, except as otherwise directed by the City Council hereafter, credit cards issued by MasterCard to the City of Gulf Shores shall be held and usable only by the following City employees:

Job Title	Limit
Mayor	$6,000
City Administrator	$6,000
City Councilman	$4,000
Environmental/Grants Coordinator	$4,000
Marketing & Economic Development Coordinator	$4,000
Police Chief	$4,000
Police Deputy Chief	$4,000
Animal Control Officer	$5,000
Police Administrative Supervisor	$3,500
Police Department #1	$4,000
Police Department #2	$4,000
Fire Chief	$4,000
Fire Deputy Chief	$5,000
Fire Battalion Chief - A Shift	$1,000
Fire Battalion Chief - B Shift	$1,000
Fire Battalion Chief - C Shift	$1,000
Fire Marshall	$1,000
Fire Logistics Officer	$3,000
Fire Department #1	$4,000
Fire Department #2	$4,000
Fire Department #3	$2,000
Fire Department #4	$2,000
Municipal Court Clerk	$4,000
Chief Building Official	$6,000
Director of Planning & Zoning	$4,000
Purchasing Officer	$10,000
Purchasing Technician	$20,000
IT Systems Administrator	$2,000
Human Resources Officer	$3,000
Payroll & Benefits Specialist	$3,000
Recreation & Cultural Affairs Director	$6,000
Recreation & Cultural Affairs Assistant Director	$3,000
Special Events Programs & Events Manager	$3,000
~~Program Supervisor~~ Events Coordinator	$3,000
Cultural Center Program & Events Supervisor	$2,000

Retail Operations Coordinator	$3,000
Parks & Facilities Manager	$5,000
Recreation Manager	$3,000
Managing Librarian	$1,000
Museum Administrator	$1,000
Public Works Director	$4,000
Assistant Public Works Director	$1,000
Public Works Supervisor - Maintenance	$3,000
Public Works Supervisor - Horticulture	$3,000
Public Works Supervisor - Custodial	$3,000
Public Works Supervisor - Streets	$1,000
Construction/Sustainability Officer	$1,000
Facility Maintenance Tech, Senior	$3,000
Facility Maintenance Tech, Senior (Traffic Signals)	$3,000
Vehicle Equipment Mechanic, Senior	$3,000
Public Works Courier	$5,000
Disaster Card #1	$5,000
Disaster Card #2	$20,000
Disaster Card #3	$5,000
Disaster Card #4	$20,000
Disaster Card #5	$5,000
Disaster Card #6	$5,000
Disaster Card #7	$5,000
Disaster Card #8	$5,000
Disaster Card #9	$5,000
Disaster Card #10	$5,000

With the written approval of the Mayor or City Administrator, or in their absence the City Clerk, a credit card held and usable by one of the above named individuals may be assigned for temporary use by another employee subject to all terms and limitations of this resolution.

Section 3. That each of the above named employees of the City of Gulf Shores is hereby authorized by the City Council of the City of Gulf Shores to incur charges on such credit cards for (a) the purchase of goods and services for the account of the City in connection with the performance of his or her duties incidental to the management or control of the affairs of the City, (b) out-of-town travel specifically authorized in advance by the Council, or (c) out-of-town travel otherwise required in the performance of his or her duties incidental to the management or control of the affairs of the City. Except as otherwise specifically authorized in advance by the Council, no employee shall utilize such credit cards to incur charges in excess of the limits stated above for the purchase of goods and services.

Section 4. That any employee utilizing such credit cards to incur charges file an itemized statement and explanation of all charges incurred.

Section 5. That any officer or employee utilizing such credit cards to incur charges in connection with out-of-town travel shall, upon his or her return, file an itemized statement and explanation of all charges incurred in the manner described in *Code of Alabama 1975, Section 36-7-4.*

Section 6. That upon submission for payment by the City Council after audit and certification by the City Clerk as provided in *Code of Alabama 1975, Section 11-43-101*, no credit card charges shall be paid utilizing the funds of the City treasury incurred in nonconformity with this or any other authorizing resolution of the City Council. To the extent that charges are determined by the City Council to have been incurred other than in conformity with this or any other authorizing resolution of the City Council, the employee responsible for the incurring of such charges shall pay such charges personally and the Council may direct that the amount of such charges be deducted from any sum then or in the future owed by the City to such employee.

Section 7. That with respect to purchases and expenditures on behalf of the City, all such purchases and expenditures shall be in conformity with all written purchasing policies and procedures of the City.

Section 8. That this Resolution shall become effective upon its adoption.

ADOPTED this 22nd day of August, 2016.

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Robert Craft, Mayor

ATTEST:

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Wanda Parris, MMC
City Clerk

CERTIFICATE

I, Wanda Parris, MMC, City Clerk of the City of Gulf Shores, Alabama, do hereby certify that the foregoing is a true and correct copy of Resolution No. (prepared by City Clerk), which Resolution was duly and legally adopted at a regular meeting of the City Council on August 22, 2016.

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City Clerk