



AGENDA
GULF SHORES CITY COUNCIL
COUNCIL WORK SESSION MEETING
FEBRUARY 1, 2021

1. Councilmember Discussion Period

- A. Councilman Gary M. Sinak

2. Presentation Of Petitions, Requests And Communications

- A. Presentation - GSCS Superintendent, Dr. Matt Akin - The Next Wave - GSCS Master Plan Update

3. City Clerk

- A. Board Reappointment - Coastal Alabama Business Chamber - Garris, Jr.

Documents:

[CC - AGENDA ITEM SUMMARY - BOARD REPOINTMENT - COASTAL AL BUSINESS CHAMBER - GARRIS.PDF](#)

4. Finance And Administrative Services Department

- A. Update Procurement Credit Cards Authorization List

Documents:

[FIN - AGENDA ITEM SUMMARY - UPDATE PROCUREMENT CREDIT CARDS AUTHORIZATION LIST.PDF](#)
[FIN - RESO - P CARDS 2021.PDF](#)

5. Mayor Updates

6. Adjourn



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COUNCIL AGENDA ITEM SUMMARY

DATE: February 1, 2021

ISSUE: Coastal Alabama Business Chamber
Reappointment – Councilman Joe Garris, Jr.

BACKGROUND: Councilman Joe Garris, Jr. was previously appointed to the Coastal Alabama Business Chamber in July of 2019 (Resolution No. 6168-19) to fill the unexpired term of Councilman Stephen E. Jones who resigned from the Board when he became the Vice President of Events and Advocacy for the Coastal Alabama Business Chamber. Councilman Garris' term on the Chamber Board expired on October 1, 2020, but his reappointment was delayed until he was successfully re-elected to Place 1 on the Gulf Shores City Council during the 2020 municipal election.

RECOMMENDATION: Confirm reappointment of Councilman Joe Garris, Jr. to the Board of Directors on the Coastal Alabama Business Chamber to serve a full term of four (4) years ending on October 1, 2024.

BUDGET IMPLICATIONS: None

RELATED ISSUES: None

DEPARTMENT: Executive

STAFF CONTACT: Wanda Parris, MMC
City Clerk



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DATE: January 26, 2021

ISSUE: Update Procurement Credit Cards Authorization List

RECOMMENDATION:

Issue new cards to:

- Chief of Operations - Fire (\$3,000 limit),
- Chief of Staff – Fire (\$3,000 limit),
- Public Engagement Manager (\$3,000 limit)
- City Engineer (\$4,000) limit,
- Administrative Analyst (\$3,000 limit),

Delete the positions of:

- Deputy Fire Chief
- Fire Battalion Chief – Shift A
- Fire Battalion Chief – Shift B
- Fire Battalion Chief – Shift C

PREVIOUS COUNCIL ACTION: Resolution No. 6177-19, Resolution No. 5787-17, and No. 5748-16.

BUDGET IMPLICATIONS: All purchases made with City-issued credit cards shall adhere to the City's Purchasing Card Policies & Procedures Manual.

RELATED ISSUES: None

ATTACHMENTS: Drafted resolution includes full list of procurement credit cards.

DEPARTMENT: Finance & Administrative Services

STAFF CONTACT: Cindy King, Director of Finance & Administration
Temple Smith, Purchasing Officer

RESOLUTION NO. [REDACTED]

**A RESOLUTION AMENDING RESOLUTION [REDACTED]
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 **FEBRUARY 8, 2021**, as follows:

Section 1. That Resolution **[REDACTED]**, 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:

Mayor	\$6,000
City Administrator	\$6,000
City Councilman	\$4,000
Environmental/Grants Coordinator	\$4,000
Marketing & Economic Development Coordinator	\$4,000
Public Engagement Manager	\$3,000
Police Chief	\$4,000
Police Deputy Chief	\$4,000
Administrative Analyst	\$4,000
Animal Control Officer	\$5,000
Police Administrative Supervisor	\$3,500
Detention Officer	\$3,500
Police Department #1	\$4,000
Police Department #2	\$4,000
Fire Chief	\$4,000
Chief of Staff	\$3,000
Chief of Operations	\$3,000
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
Events Coordinator	\$3,000
Cultural Center Program & Events Supervisor	\$2,000

Retail Operations Coordinator	\$3,000
Parks & Facilities Manager	\$3,000
Concessions Manager	\$5,000
Recreation Manager	\$3,000
Managing Librarian	\$1,000
Museum Administrator	\$1,000
City Engineer	\$4,000
Public Works Director	\$4,000
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
Fleet Manager	\$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
Marketing & Communications Coordinator	\$3,000

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 8th day of February, 2021.

Robert Craft, Mayor

ATTEST:

Wanda Parris, MMC
City Clerk

C E R T I F I C A T E

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. [REDACTED] (prepared by City Clerk), which Resolution was duly and legally adopted at a regular meeting of the City Council on February 8, 2021

City Clerk