



SMALL TOWN, BIG BEACH™

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