

JEFFERSON COUNTY 911 ADMINISTRATIVE BOARD

Resolution 2012-0006

Authorizing The Issue of Corporate Credit Cards In the Name of the Director and Office Manager

WHEREAS, the nature of the business of Jefferson County 911 requires travel by both the Director and Staff, and

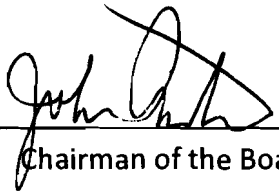
WHEREAS, most hotels require a credit card guarantee to hold a room reservation past the required standard check-in time; and

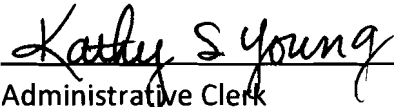
WHEREAS, Jefferson County 911 must occasionally must use a credit card to pay for training, purchase equipment and supplies.

RESOLVED, that the Administrative Board hereby authorize Jefferson County 911 to obtain (Visa or MasterCard) corporate credit cards in the name of the Director, Janet Silvus and the Office Manager, Kathy Young for Jefferson County 911's use for the purpose of securing hotel and other authorized business purchases only.

We, the undersigned, hereby certify that Jefferson County 911 is comprised of five board members, of whom three, constituting a quorum were present at a meeting duly and regularly called, noticed, convened and held this 27th day of September, 2012, and that the foregoing Resolution was duly adopted at said meeting and that the said Resolution has been duly recorded in the Minutes Book and is in full force and effect.

Passed this 27day of September, 2012 . Authorizing Signatures:

By: 
Chairman of the Board

Attest: 
Administrative Clerk

Signature: 
JeffCom Director

Signature: 
Office Manager

Signature: _____
Chairman of the Board

JEFFCOM 911

Admin Board Meeting Date: September 27, 2012

Agenda Item: Resolution 2012-0006

Regular Business Meeting

Study Session

Other: _____

Date Submitted: September 27, 2012

Department: JeffCom

Contact: Janet Silvus

Phone: 344-9788

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SUBJECT: Resolution to obtain corporate credit card.
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CATEGORY:

BUDGET IMPACT:

Consent

Resolution

Amount Budgeted: \$ _____

Ordinance

Staff Report

Expenditure Amt: \$ _____

Business

Proclamation

Contingency Req'd: \$ _____

Contract Approval

FYI

Supplemental Req'd. \$ _____

Other

Dept/Budget Code: _____

Public Hearing (*see note below*)

Legislative

Quasi-judicial closed record

Quasi-judicial open record

Quasi-judicial closed record

appeal

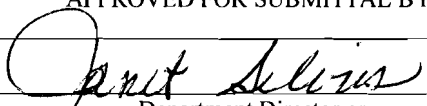
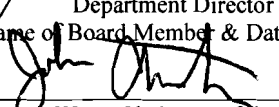
NOTE: *If the Public Hearing is quasi-judicial in nature, then the appearance of fairness and conflict on interest rules apply. Except at the public hearing, communicating with other JeffCom Board Members, and contact with proponents or opponents must be avoided.*

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SUMMARY STATEMENT: JeffCom has the need for corporate credit cards to carry out JeffCom business.
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ATTACHMENTS: Copy of the Resolution.
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RECOMMENDED ACTION: Motion to adopt Resolution 2012-0006.
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ALTERNATIVES: Remove from Agenda for discussion, take action as Administrative Board deems appropriate. Take no action. Refer to committee or staff for further action. Postpone action

<p>APPROVED FOR SUBMITTAL BY:</p> <p></p> <p>Department Director or Name of Board Member & Date of Motion</p> <p></p> <p>JeffCom Chairman of the Board</p> <p>_____</p> <p>JeffCom Attorney</p>	<p>BOARD SECRETARY'S USE ONLY BOARD ACTION TAKEN</p> <hr/> <p>Resolution No. _____ Continued to _____</p> <p>Ordinance No. _____ Referred to _____</p> <p>Approved _____ Failed _____</p> <p>Other: _____</p> <p>DISTRIBUTION AFTER BOARD ACTION</p>
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