

ORDINANCE NO. 603

AN ORDINANCE OF THE CITY OF WOODINVILLE, WASHINGTON, AMENDING SECTION 2.48.020 OF THE WOODINVILLE MUNICIPAL CODE TO REVISE THE SYSTEM FOR THE ISSUANCE, USE AND CONTROL OF CREDIT CARDS BY CITY OFFICIALS AND EMPLOYEES.

WHEREAS, RCW 39.58.180 provides that any city which contracts for the issuance and use of credit cards must adopt a system for the distribution, authorization, credit limits, payments and control of such credit cards; and

WHEREAS, Ordinance 264 adopted a system for the issuance, use and control of credit cards by City officials and employees; and directed the Finance Department to adopt rules and procedures to implement such a system; and

WHEREAS, the use of credit cards has become more prevalent and WMC 2.48.020 needs to be updated to reflect current City practice and needs;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODINVILLE, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. WMC Section 2.48.020 Issuance, use and control of credit cards amended. WMC 2.48.020 is hereby amended in its entirety as follows (new text is show in underline, deletions of text are shown by strikethrough):

“2.48.020 Issuance, use and control of credit cards.

The City Council hereby adopts the following system for the issuance, use and control of credit cards by City officials and employees.

(1) ~~The Finance Department shall implement the following system for the distribution, authorization and control, credit limits and payment of bills related to the use of credit cards by City officials and employees is established:~~

- a. Distribution. Credit cards may be issued or checked out on a temporary basis to those City officials and employees who have job responsibilities which would be facilitated by the use of a credit card. ~~Distribution. Credit cards may be checked out to those City officials and employees who will be incurring travel expenses that would be facilitated by the use of a credit card and the credit card would benefit the City. Credit cards may also be checked out for emergency purchases, or purchases from vendors who do not take purchase orders or offer credit accounts.~~
- b. Authorization and Control. The City Manager shall ensure that policies and procedures are developed and implemented to safeguard the City’s interests and that procedures Finance Department shall develop the implementation guidelines and accounting controls are in place to ensure the proper usage of credit cards and credit card funds.
- c. Credit Limits. The Finance Department shall set credit limits on each for an individual credit card issued. The credit limit shall not exceed \$2,000.00 without written approval of the City Manager.

- d. ~~Payment of Bills. The City Manager shall ensure that proper Finance Department shall establish and implement a written procedures for the payment of all credit card bills is implemented.~~
- e. Unauthorized Charges. Any employee using a City-issued credit card for non-City business shall be billed for all charges on the credit card, and the City Manager or his/her designee is directed and authorized to make payroll deductions to recover any unauthorized charges. No employee shall use the City-issued credit card for non-City business use.
- f. Cash Advances. Cash advances on credit cards are prohibited.

(2) The ~~Finance Department~~ City Manager is authorized to adopt any additional procedures or policies necessary to implement the provisions of this section. (Ord. 264 § 2, 2000)

Section 2. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 3. Effective Date. This ordinance, or a summary thereof consisting of the title, shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after publication.

ADOPTED BY THE CITY COUNCIL AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS 17th DAY OF MARCH 2015.


Bernard W. Talmas, Mayor

ATTEST/AUTHENTICATED:


Jennifer L. Kuhn, CMC
City Clerk

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY


Greg A. Rubstello
City Attorney

PASSED BY THE CITY COUNCIL: 03-17-2015
PUBLISHED: 03-23-2015
EFFECTIVE DATE: 03-30-2015
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