

# CITY OF BURIEN, WASHINGTON

## ORDINANCE NO. 610

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### AN ORDINANCE OF THE CITY OF BURIEN, WASHINGTON, AMENDING THE SYSTEM FOR THE ISSUANCE, USE AND CONTROL OF CREDIT CARDS BY CITY OFFICIALS AND EMPLOYEES.

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WHEREAS, the City Council of the City of Burien, upon the recommendation of the City's Finance Director, finds that the use of credit cards to be an appropriate and useful means of making payment for a variety of types of purchases, including emergency purchases, registrations, purchases from on-line vendors, and training/travel expenses; and

WHEREAS, the City Council finds that the use of credit cards is a customary and economical business practice to improve cash management, reduce costs, and increase efficiency; and

WHEREAS, RCW 43.09.2855 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, the City Council finds that it is necessary and appropriate to modify the City's credit card system by increasing expenditure limits for the use of credit cards and by granting the city manager or designee explicit authority to enter into credit card programs with lending entities;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF BURIEN, WASHINGTON,  
DOES ORDAIN AS FOLLOWS:

Section 1: Article II of Chapter 3.30 of the Burien Municipal Code (BMC) is hereby amended to read as follows:

#### **Article II. Credit Card Policy**

### **3.30.100 City authorized credit cards.**

City of Burien credit card usage is intended to provide an efficient method for the purchase of goods and services when the use of the city's purchasing system is not possible or practical. The city manager or designee shall implement the system set forth in this article for the distribution, authorization and control, credit limits, and payment of bills related to the use of credit cards by city officials and employees. [Ord. 311 § 1, 2000]

### **3.30.110 Distribution.**

Credit cards may be issued to those city officials and employees who, in the opinion of the city manager or designee, have job responsibilities which would benefit or otherwise be facilitated by the use of a credit card. [Ord. 311 § 2, 2000]

### **3.30.120 Application.**

The city manager or designee shall have explicit authority to enter into credit card programs with lending entities on behalf of the city; provided, however, that prior to changing lending entities the city manager shall report to the city council regarding the reasons for and ramifications of the change. ~~The credit limit on each card issued shall not exceed \$2,500.~~ [Ord. 311 § 3, 2000]

### **3.30.130 Approved uses for credit card purchases.**

Credit cards may be used for the following purchases:

- (1) Fuel, supplies and equipment only if a purchase order cannot be issued or an open charge account is not available. Fuel purchase is limited to city-owned vehicles when on travel status.
- (2) Registrations.
- (3) Travel and/or training expenses.
- (4) Expenses related to recreational programs when in a travel status or when normal purchasing procedures are not practical.
- (5) Other items specifically authorized by the city manager or designee. [Ord. 311 § 4, 2000]

### **3.30.140 Purchasing restrictions.**

Credit cards may not be used for cash advances of any kind, for the payment of invoices or statements, for personal use or for any expense not otherwise allowed under law and city policies. Charges are limited to ~~\$250~~1,000.00 per transaction unless a higher limit is approved in advance by the city manager or designee. [Ord. 311 § 5, 2000]

### **3.30.150 Reporting credit card charges.**

Within five working days of receiving a statement from the credit card company, the official or employee responsible for the purchase (the “cardholder”) will submit the statement, all receipts and supporting documents and a properly coded and executed claims request to the finance division for payment. [Ord. 311 § 6, 2000]

### **3.30.160 Unauthorized use of credit cards.**

Any charge against the credit card not allowed following a post audit shall be paid by the cardholder by check, U.S. currency or salary deduction. Finance charges resulting from a cardholder’s failure to submit all necessary receipts and supporting documents within the time allowed will be considered disallowed charges and will be charged to the cardholder. If for any reason disallowed charges are not repaid before the charge card billing is due and payable, the city shall have a prior lien against and a right to withhold any and all funds payable or to become payable to the cardholder up to an amount of the disallowed charges and interest at the same rate as charged by the issuing credit card company. The city shall have unlimited authority to revoke use of any charge card issued for failure to repay a disallowed charge or failure to adhere to the city’s credit card policies and procedures. The responsible cardholder shall also be subject to disciplinary action. [Ord. 311 § 7, 2000]

Section 2: Severability. Should any section, subsection, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 3: Effective Date. This ordinance or a summary thereof will be published in the official newspaper of the City and shall take effect five days following approval.

**ADOPTED** BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON  
THE 21st DAY OF JULY 2014.

CITY OF BURIEN

/s/ Lucy Krakowiak, Mayor

ATTEST/AUTHENTICATED:

/s/ Monica Lusk, City Clerk

Approved as to form:

/s/ Craig D. Knutson, City Attorney

Filed with the City Clerk: July 16, 2014

Passed by the City Council: July 21, 2014

Ordinance No. 610

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