

**ORDINANCE NO. 2011-06**

**AN ORDINANCE** of the City of Bainbridge Island, Washington, relating to the distribution, authorization and control of credit cards for use by city officials and employees, and amending Section 2.60.080 of the Bainbridge Island Municipal Code (BIMC).

**WHEREAS**, pursuant to Ordinance No. 1996-19, the City Council adopted a new Section 2.60.080 to BIMC Chapter 2.60 relating to the issuance of credit cards for use by city officials and employees; and

**WHEREAS**, the City Council desires to make minor amendments to such section to reflect the Council/Manager form of government and new credit card use policies;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND, WASHINGTON, DOES ORDAIN AS FOLLOWS:**

**Section 1.** Section 2.60.080 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

**2.60.080 Credit card use.**

A. The director of finance shall implement and maintain a system for the distribution, authorization and control of credit cards issued to or for the benefit of the city and used by city officials and employees:

1. Distribution. Credit cards may be distributed to those city officials and employees who, in the opinion of the director or his designee, have job responsibilities which would cause their job performance to benefit by use of a credit card.

2. Authorization and Control. The director shall develop and implement ~~guidelines and accounting controls~~ policies subject to the approval of the ~~finance committee~~ of the city council to ensure the proper usage of credit cards and credit card funds.

3. Credit Limits. The director shall set credit limits on each credit card issued subject to the approval of the City Manager or his or her designee ~~finance committee~~; provided, that in no event shall such credit limit exceed \$2,500 for any individual credit card ~~no shall the aggregate credit limits for all credit cards issued to or authorized for use by any one individual exceed \$5,000.~~

4. Payment of Bills. The director shall establish and implement a written procedure or policies for the payment of all credit card bills ~~subject to the approval of the finance committee.~~

5. Personal Charges Not Authorized. Personal charges may not be made with a city credit card. Any charges which cannot be properly identified or which are not properly allowed shall be paid promptly by the card user ~~by check~~ and, together with interest and all other charges made by the credit card company, shall constitute a prior lien against all amounts owed by the city to the card user until paid in full.

B. The director of finance is authorized, ~~subject to the approval of the finance committee,~~ to adopt any additional procedures and policies necessary to implement the provisions of this section.

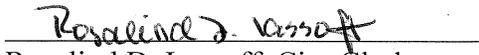
**Section 2.** This ordinance shall take effect and be in force five (5) days from its passage, approval, and publication as required by law.

PASSED BY THE CITY COUNCIL this 11<sup>th</sup> day of May, 2011.

APPROVED BY THE MAYOR this 11<sup>th</sup> day of May, 2011.

  
Kirsten Hytopoulos, Mayor

ATTEST/AUTHENTICATE:

  
Rosalind D. Lassoff, City Clerk

FILED WITH THE CITY CLERK:	April 29, 2011
PASSED BY THE CITY COUNCIL:	May 11, 2011
PUBLISHED:	May 13, 2011
EFFECTIVE DATE:	May 18, 2011
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