

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF MCCLEARY RELATING TO CITY ADMINISTERED CREDIT CARDS FOR MUNICIPAL PURPOSES, AMENDING SECTIONS 2.46.010 AND 2.46.020 MMC.**

**RECITALS:**

WHEREAS, the City of McCleary first adopted an ordinances regarding credit cards and receipts for municipal purposes in 1998; and

WHEREAS, the implementation of a City credit card program is recognized by the State of Washington as usual and customary for official government purchases as provided in RCW 43.09.2855; and

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

WHEREAS, City of McCleary also recognizes the use of credit cards to be an appropriate and useful means of making payment for a variety of types of purchases; and

WHEREAS, City of McCleary looks to track all credit card expenditures uncured upon City credit cards via receipts and/or other documents; and

WHEREAS, the City Council held a public hearing on \_\_\_\_\_ to consider this Ordinance;

NOW, THEREFORE, the City Council of the City of McCleary, Washington do ordain as follows:

SECTION I: MMC Section 2.46.010 titled “Purpose.” is hereby amended to read as follows:

**2.46.010 Purpose.**

- A. Upon authorization of the ~~city council~~ City Council and upon the direction of the ~~mayor~~ Mayor, the ~~city~~ City may obtain ~~up to two regular~~ credit cards which shall be held by the Clerk-Treasurer in the City safe by, and shall be used under the authority of the ~~mayor~~ Clerk-Treasurer, for the purpose of covering expenses incident to budgeted, authorized travel by members of the ~~city council~~ City Council, department heads, and City employees, and for the purpose of covering other budgeted, ~~city~~City-related expenses approved in advance by the ~~mayor~~ Mayor for ~~city~~ City employees, and by the ~~city council~~ City Council for members of the ~~city council~~ City Council and the ~~mayor~~ Mayor.
- B. Such charge cards as may be obtained upon behalf of the ~~city~~ City:
1. May be used by ~~city~~ City employees for advance payment of airline fares, lodging, registration fees, and tuition, as authorized by the ~~mayor~~ Mayor, where such expenses have been included in the budget approved by the ~~city council~~ City Council.
  2. In the form of gasoline credit cards and ~~telephone calling~~ travel credit cards may be temporarily carried by officers and employees of the ~~city~~ City while traveling for authorized purposes, in ~~city~~ City vehicles, when approved in advance by the Mayor for ~~city council~~ City employees, and by the City Council for members of the City Council.
  3. ~~In the form of gasoline credit cards may be temporarily carried by employees of the city~~ City while operating ~~city~~ City vehicles for authorized purposes during the ordinary course of departmental operations, when approved in advance by the ~~mayor~~ Mayor. In such situations, the ~~mayor~~ Mayor may authorize the ~~director~~ Director of ~~public works~~ Public Works and Chief of Police to assign such cards to particular vehicles, rather than to particular employees.

SECTION II: MMC Section 2.46.020 titled “Receipts.” is hereby amended to read as follows:

**2.46.020 Receipts.**

All credit card receipts and/or other documents identifying credit card expenditures incurred upon ~~e~~City credit cards shall be delivered to the ~~e~~Clerk ~~†~~Treasurer upon such schedule and accompanied by such supporting data as may be required by the City ~~e~~Clerk ~~†~~Treasurer.

SECTION III: If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The Council hereby declares that it would have passed

this Ordinance and each section, subsection, sentence, clause, and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrase had been declared invalid or unconstitutional.

SECTION IV: This Ordinance shall take effect upon the fifth day following the date of publication.

SECTION V: Corrections by the Clerk-Controller or Code Reviser. Upon approval of the Mayor and City Attorney, the Clerk-Controller and the Code Reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors, references to other local, state, or federal laws, codes, rules, or regulations, or ordinance number and section/subsection numbering.

PASSED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2023, by the City Council of the City of McCleary, and signed in approval therewith this \_\_\_\_, day of \_\_\_\_\_, 2023.

CITY OF McCLEARY:

\_\_\_\_\_  
CHRIS SMITH, Mayor

ATTEST:

\_\_\_\_\_  
ANN-MARIE ZUNIGA, Clerk-Treasurer

APPROVED AS TO FORM:

\_\_\_\_\_  
CHRISTOPHER JOHN COKER, City Attorney