

**ORDINANCE NO. 11/2020**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF  
THE ORANGE COUNTY MOSQUITO AND VECTOR  
CONTROL DISTRICT**

**AMENDING THE CREDIT CARD LIMIT FOR THE  
DISTRICT MANAGER AND STAFF**

**WHEREAS**, the Board of Directors has adopted detailed Purchasing regulations in Title 4 of the District's Operations Code;

**WHEREAS**, Chapter 4.03 of that Code provides for the authority to use credit cards on the District's behalf;

**WHEREAS**, Section 4.03.010 provides for limits on that authority, including a \$10,000 limit on the amount the District Manager may charge, and a \$5,000 limit on what other staff may charge;

**WHEREAS**, due to "cash back", discounts and other benefits provided by credit card, bank, vendor and other companies, as more particularly described in the staff presentation, these limits may restrict the District from maximizing benefits in the public's interest; and

**WHEREAS**, those benefits would be more effectively achieved if the limits on the District Manager's purchases were increased to \$50,000, and staff limits increased to \$10,000 or as otherwise specified.

**NOW, THEREFORE**, the Board of Trustees does hereby ORDAIN as follows:

Section 1. That Chapter 4.03 of the District's Operations Code is hereby amended to read:

**"Chapter 4.03 – Credit Cards**

4.03.010. Use of credit cards. (a) The District Manager shall establish administrative regulations for the use of credit cards within his contracting limits and shall authorize limited use of such cards by other employees as he shall determine appropriate. The District Manager shall have the credit card limit as set forth below. The District Manager shall establish lesser limits for his subordinates' use of credit cards, whose limits shall not to exceed \$10,000. Credit cards are to be used for incidental purchases, fuel for vehicles, small supplies, and online purchases where a credit card may be the only acceptable method of payment. While traveling, credit cards may be used for transportation, hotel, meals, and incidentals when applicable and authorized by the District Manager. Additionally, credit card payments are at times accepted by vendors for larger purchases as part of the District's Accounts Payable functions. Under these circumstances, the District Manager is authorized to facilitate those transactions by credit card in order that the District can realize the cash-back or other discount features of the issuing credit card company, bank, vendor or other company. Credit card purchases shall not be made to evade the competitive bidding

provisions of this chapter. All credit cards, except those used in vehicles for fuel purchases, shall have the authorized individual's name included on the card, and all cards with an individual's name included shall only be used by that individual. Purchases of fuel with fleet cards or credit shall require the purchaser to record the odometer reading of the District vehicle at the time of purchase.

(b) The District Manager may use a credit card up to the limits set forth herein:

(i) Up to \$50,000 per purchase, or

(ii) For any budgeted item for which a check or warrant is authorized, or

(iii) For any expense authorized within the authority of Accounts Payable.

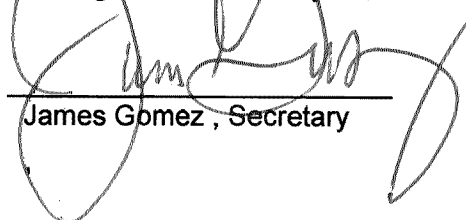
Credit card balances in accordance with the above shall be paid off at the earliest possible moment, the use of credit cards shall never be used to finance purchases and shall only be used to obtain benefits for the public in the form of discounts and cash back rewards."

Section 2. The District Executive Assistant/Clerk of the Board shall publish this ordinance as required by law. This ordinance shall go into effect 30 days after publishing.

PASSED, APPROVED, and ADOPTED by the Board of Trustees of the Orange County Mosquito and Vector Control District at its regular meeting thereof held on the 16<sup>th</sup> day of January 2020, at 13001 Garden Grove Blvd., Garden Grove, California, 92843.

  
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Michael Alvarez, President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Trustees of the Orange County Mosquito and Vector Control District at a regularly scheduled meeting, held on January 16, 2020:

  
\_\_\_\_\_  
James Gomez, Secretary

APPROVED AS TO FORM:

  
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Alan R. Burns, District Counsel