

12/23/13

ORIGINAL

**ORDINANCE NO. CO-2013-49**

**AN ORDINANCE AMENDING  
TITLE III (ADMINISTRATION), CHAPTER 38 (VILLAGE POLICIES) OF THE  
MAYWOOD VILLAGE CODE TO ADD SECTION 38.05 (CREDIT CARD POLICY)**

**WHEREAS**, the Village of Maywood ("Village") is a home rule municipality, having all of the powers and authority granted to such municipalities pursuant to Article VII, Section 6 of the Illinois Constitution of 1970, including the right to exercise any power and perform any function pertaining to its government and affairs; and

**WHEREAS**, the President and Board of Trustees of the Village of Maywood desire to make certain amendments to Title III (Administration), Chapter 38 (Village Policies) of the Maywood Village Code to add a new Section, which shall be entitled "Section 38.05 (Credit Card Policy)", in order to adopt a credit card policy to regulate the usage of credit cards that are issued by the Village and to provide more transparency and accountability regarding the expenditure of public funds; and

**WHEREAS**, in accordance with the home rule authority granted to home rule municipalities, as defined by Article VII, § 6 of the Illinois Constitution of 1970, the President and the Board of Trustees of the Village of Maywood have determined that it is in the best interests of the health, welfare and safety, and fiscal interests of the Village, and the taxpayers and residents of the Village of Maywood to amend the Maywood Village Code as provided for below in this Ordinance.

**BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE  
VILLAGE OF MAYWOOD, COOK COUNTY, ILLINOIS, AS FOLLOWS:**

**SECTION 1:** The findings set forth above are incorporated by reference into this Section 1 as if fully recited herein.

**SECTION 2:** Title III (Administration), Chapter 38 (Village Policies) of the Maywood Village Code is amended to add a new Section, which shall be entitled "Section 38.05 (Credit Card Policy)", and shall read in its entirety as follows:

**"§ 38.05 CREDIT CARD POLICY**

The Village Board of Trustees has adopted a written policy governing purchases and the control and use of credit cards by Village employees and officials as of January 1, 2014. The policy governs the use of credit cards issued to the Village, cardholder limits, telephone, facsimile and internet orders, documentation, card restrictions, reconciliation and payment, disputes, lost or stolen cards, terminated/resigning employees and officials, reporting requirements in regard to credit card usage to the Finance Committee and Board of Trustees, and policy violations and

penalties. Village credit cards shall only be used in conformance with the adopted policy, a copy of which is available from the Village Clerk's Office, the Village Manager's Office or the Finance Department, or the Village's website. The policy may be amended for time to time by action of the Village Board of Trustees."

**SECTION 3:** All ordinances, or parts of ordinances, in conflict with the provisions of this Ordinance, to the extent of such conflict, are repealed.

**SECTION 4:** Each section, paragraph, clause and provision of this Ordinance is severable, and if any provision is held unconstitutional or invalid for any reason, such decision shall not affect the remainder of this Ordinance, nor any part thereof, other than that part affected by such decision.

**SECTION 5:** Except as to the Code amendments set forth above in this Ordinance, all Chapters and Sections of the Maywood Village Code, as amended, shall remain in full force and effect.

**SECTION 6:** This Ordinance shall be in full force and effect immediately upon its passage, approval and publication as required by law.

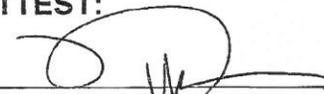
**ADOPTED** this 17<sup>th</sup> day of December, 2013, pursuant to a roll call vote as follows:

**AYES:** Mayor E. Perkins, Trustee(s) C. Ealey-Cross, A. Jaycox, A. Dorris, M. Rogers, M. Lightford and R. Rivers.  
**NAYS:** None  
**ABSENT:** None

**APPROVED** by me this 17<sup>th</sup> day of December, 2013 and attested by the Village Clerk that same day.

  
Edwenna Perkins, Village President

**ATTEST:**

  
Viola Mims, Village Clerk

Published by me in pamphlet form this 17<sup>th</sup> day of December, 2013.

  
VILLAGE CLERK

STATE OF ILLINOIS     )  
                                  ) SS  
COUNTY OF COOK     )

**CLERK'S CERTIFICATE**

I, Viola Mims, Clerk of the Village of Maywood, in the County of Cook and State of Illinois, do hereby certify that the annexed and foregoing is a true and correct copy of that certain Ordinance now on file in my Office, entitled:

**ORDINANCE NO. CO-2013-49**

**AN ORDINANCE AMENDING  
TITLE III (ADMINISTRATION), CHAPTER 38 (VILLAGE POLICIES) OF THE  
MAYWOOD VILLAGE CODE TO ADD SECTION 38.05 (CREDIT CARD POLICY)**

which Ordinance was passed by the Board of Trustees of the Village of Maywood at a Regular Village Board Meeting on the 17th day of December, 2013, at which meeting a quorum was present, and approved by the President of the Village of Maywood on the 17th day of December, 2013.

I further certify that the vote on the question of the passage of said Ordinance by the Board of Trustees of the Village of Maywood was taken by Ayes and Nays and recorded in the minutes of the Board of Trustees of the Village of Maywood, and that the result of said vote was as follows, to-wit:

**AYES:** Mayor E. Perkins, Trustee(s) C. Ealey-Cross, A. Jaycox, A. Dorris,  
M. Rogers, M. Lightford and R. Rivers.

**NAYS:** None

**ABSENT:** None

I do further certify that the original Ordinance, of which the foregoing is a true copy, is entrusted to my care for safekeeping, and that I am the lawful keeper of the same.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the seal of the Village of Maywood, this 17<sup>th</sup> day of December, 2013.

  
\_\_\_\_\_  
Viola Mims, Village Clerk

[SEAL]