

ORDINANCE NO. 2020 - 34

**An Ordinance to Amend the City of Hobart Municipal Code concerning
Credit Card Authorization and Use**

WHEREAS, the Common Council ("Council") of the City of Hobart, Indiana ("City") has determined there is a need for the City of Hobart to have credit cards available for use when needed for city purchases; and

WHEREAS, the Council understands that as the governing board, they must authorize credit card use through ordinance, specifically stating the purpose, the authorized use and adopting policies related to the use and accounting of same;

NOW THEREFORE, BE IT ORDAINED by the Common Council of the City of Hobart, Indiana as follows:

SECTION ONE: The Municipal Code of the City of Hobart, Indiana ("Code") is hereby amended in Chapter 32 entitled "*FUNDS AND OTHER FINANCES*" by adding the following section:

§ 32.70 CREDIT CARD AUTHORIZATION AND USE

(A) The Clerk-Treasurer is hereby authorized to secure and maintain one or more business credit cards in the name of the City of Hobart for use by properly authorized City representatives in carrying out the business of the City and to pay a reasonable annual fee if to do so is determined to be in the City's best interests.

(B) Charges shall only be made on the credit card to purchase items or services which are included and authorized in the budget of the City and are specifically approved by the Mayor or Clerk-Treasurer in advance of use. All credit cards shall be held, maintained and monitored by the Clerk-Treasurer and the Mayor.

(C) Credit Card use policies and procedures.

(1) Upon approval of a credit card purchase by the Mayor or Clerk-Treasurer, the card may be used and a record shall be kept by the Mayor or Clerk-Treasurer showing the date of use and purpose.

(2) Within seventy-two (72) hours of the purchase, the Clerk-Treasurer shall be provided a copy of the credit card receipt and shall inform the Clerk-Treasurer in writing of the following:

(a) the purpose of the purchase;

(b) the line item from which the purchase is to be paid;

(c) an itemized list of all charges incurred and whether those are paid from different budget line items.

(3) The Clerk-Treasurer shall pay or challenge the charge card invoices promptly to the end that no improper charges, interest, carrying charges, or penalties will be incurred.

(4) Improperly documented charges or those charges shown to be unnecessary in carrying out the City's business and any finance charges resulting from the use of the card shall be the responsibility of the person making the charge and subject to collection as any other City claim.

(5) No credit card issued for the City use shall be used for a private or other non-City purchases.

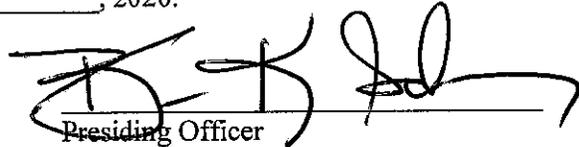
(6) The Clerk-Treasurer and/or the Mayor is authorized to revoke any credit cards that have been used in violation of city policy.

(7) Payment of credit card invoices shall be subject to the audit requirements of accounts payable vouchers in conformity with I.C. 5-11-10 and I.C. 36-4-8 and the regulations of the Indiana State Board of Accounts.

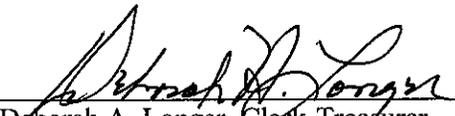
SECTION TWO: This ordinance shall become effective upon its adoption in the manner required by law.

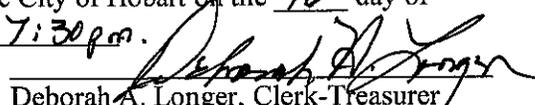
SECTION THREE: All ordinances or portions thereof in effect prior to the effective date and in conflict with the provisions of this ordinance are hereby repealed.

ALL OF WHICH is PASSED and ADOPTED by the Common Council of the City of Hobart, Indiana on this 16th day of December, 2020.

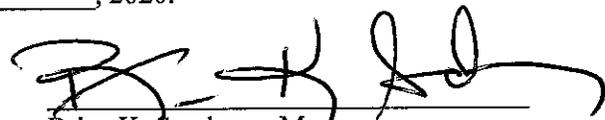


Presiding Officer

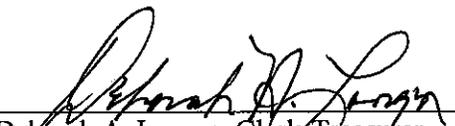
ATTEST: 
Deborah A. Longer, Clerk-Treasurer

PRESENTED by me to the Mayor of the City of Hobart on the 16th day of December, 2020 at the hour of 7:30 pm.

Deborah A. Longer, Clerk-Treasurer

APPROVED, EXECUTED and RETURNED by me to the Common Council of the City of Hobart on this 16th day of December, 2020.



Brian K. Snedecor, Mayor

ATTEST: 
Deborah A. Longer, Clerk-Treasurer