**ORDINANCE 17-1351**

AN ORDINANCE OF THE CITY OF WOODBURN, INDIANA

COMMON COUNCIL: AN ORDINANCE DESCRIBING THE USE OF CITY CREDIT CARDS AND LINES OF CREDIT

WHEREAS, the City of Woodburn, Indiana, Common Council finds that procedures need established describing the allowed uses for city credit cards and lines of credits with local businesses;

WHEREAS, an exclusive list of credit cards and open lines of credit is prudent to create and categorize;

WHEREAS, the need for procedures governing any individual on the City of Woodburn’s payroll that has access to a City credit card or line of credit on behalf of the City was first referenced in Resolution 16-213;

NOW, THEREFORE, the City of Woodburn, Indiana Common Council hereby resolves as follows:

**SECTION 1: AUTHORITY**

1. The Office Depot Credit Card will be held in the Clerk-Treasurer’s Office and can be used by anyone with permission from either the Clerk-Treasurer or the Mayor.
2. The following individuals, and only these individuals, will have access to a PNC City credit card, that they will keep in their care, with a credit limit that is reasonable as decided by the Common Council:
   1. The Clerk-Treasurer
   2. The Mayor
   3. The Superintendent of the Street, Water, and/or Sewer Departments
   4. The Police Chief
3. The following individuals, and only these individuals, will have access to a City line of credit with a current list of vendors with a credit limit that is reasonable as decided by the Common Council:
   1. The Clerk-Treasurer
   2. The Mayor
   3. Any Employee of either the Street, Water, and/or Sewer Departments
   4. The Police Chief
   5. The Deputy Clerk

**SECTION 2: LIST OF VENDORS**

The following is the complete current list of vendors that the City has an open line of credit with:

1. Woodburn Hardware 2) Grabill Hardware
2. USA Blue Book 4) Menards Fort Wayne East

Any purchase made in the City’s name to additional vendors will require justification of authority by a department head and either the Mayor or Clerk-Treasurer.

**SECTION 3: CONSEQUENCES OF NONCOMPLIANCE**

1. Any individual not authorized to make purchases under the City who does so, for either personal use or for the benefit of the City, will be expected to pay the City in the full amount of the purchase or purchases in which they were not authorized.
2. Any individual authorized to make purchases who was found to have made personal purchases under the guise of City use, will be expected to pay the City in the full amount of the purchase or purchases, as well as handle any criminal or civil consequences that may inevitably follow the conclusion of such an act.

The Common Council can ultimately decide against enforcement of this provision as they see fit. (i.e. the extent to which an infraction occurred is not sufficient for the individual to be made to make the City whole.)

**SECTION 4: STOLEN INFORMATION**

Should credit card information be stolen and used for purchases, be it in person or online, the Common Council will determine if there was a level of negligence on the part of the credit card holder, and if finding that there was not, will not hold that individual liable for any possible financial consequence that comes to the City as a result of that original theft of information.

**SECTION 5: ENFORCEABILITY**

No part of this Ordinance shall be interpreted to conflict with any local, state, or federal laws and all reasonable efforts should be made to harmonize the same. Should any section or part thereof of this Ordinance be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the Ordinance as a whole, or any other portion thereof other than that portion so declared to be invalid, and for this purpose the provisions of this Ordinance are hereby declared to be severable.

Adopted and Resolved this 16th day of January, 2017.

AYES:­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAYS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ABSTENTIONS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COMMON COUNCIL OF THE CITY OF WOODBURN, INDIANA**

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daniel Watts, Councilman

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mike Voirol, Councilman

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean Gerig, Councilman

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

John Renner, Councilman

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michael Martin, Councilman

ATTEST:

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Timothy Cummins, Clerk-Treasurer

**WAIVER OF SECOND READING**

On motion duly made and seconded, the second reading of the foregoing Ordinance was unanimously waived and the Ordinance was deemed effective as of the date of passage.

**COMMON COUNCIL OF THE CITY OF WOODBURN, INDIANA**

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daniel Watts, Councilman

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mike Voirol, Councilman

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean Gerig, Councilman

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

John Renner, Councilman

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michael Martin, Councilman

ATTEST:

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Timothy Cummins, Clerk-Treasurer

The foregoing Ordinance passed by the Council is signed and approved ( ) / not approved ( ) by me on the same date.

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Joseph Kelsey, Mayor of the City of Woodburn