



Common Council

Agenda Item

Cover Sheet

MEETING DATE: June 25, 2024

- Previously Discussed Ordinance
- Proposed Development Presentation
- New Ordinance for Discussion
- Miscellaneous
- Transfer

ITEM or ORDINANCE: #27-06-24

PRESENTED BY: Caitlin Moss

- Information Attached
- Bring Paperwork from Previous Meeting
- Verbal
- No Paperwork at Time of Packets

ORDINANCE NO. 27-06-24

AMENDING §30.08 OF THE CODE OF ORDINANCES FOR THE CITY OF
NOBLESVILLE, INDIANA TO UPDATE STANDARDS FOR THE USE OF CREDIT
CARDS BY EMPLOYEES

WHEREAS, in certain circumstances, it is necessary or reasonable for a City employee to make a purchase on behalf of the City.

WHEREAS, bank credit cards are a well-established tool created to facilitate the execution of purchases without the need for cash.

WHEREAS, the use of bank credit cards for purchases both minimizes the need for petty cash funds to facilitate purchases by a City employee and enables certain types of purchases that cannot be executed with cash.

WHEREAS, bank credit cards provide centrally administered internal control features that can enhance fraud control and reduce misuse.

WHEREAS, the existing language in City Code regarding use of bank credit cards for purchases on behalf of the City, originally established by Ordinance 31-7-96 on July 22, 1996 and last amended by Amended Ordinance 54-11-09 on February 23, 2010, has become outdated.

NOW, THEREFORE, BE IT ORDAINED, by Common Council of the City of Noblesville, Indiana, to amend the Code of ordinances as follows:

Section 1. § 30.08 of the Code of Ordinances shall be added to the Noblesville Code of Ordinances as follows:

30.08. Credit Card Policy

(A) The Controller's Office will obtain a credit card to be used for purchases by certain employees and Common Council members of the City of Noblesville. There will be a separate account number issued for each employee and Common Council member. The credit card application shall be signed by the Department Director. The amount of the credit limit will be determined by the Department Director. The amounts cannot be increased without approval from the Department Director and Controller, or his or her designee.

(B) Whenever it is no longer necessary or prudent for a City employee to use a credit card in the performance of official City business, or immediately upon demand by the Mayor or his or her designee, or upon termination of employment, such employee shall return the credit card to the Controller's Office.

(C) Employees are required to return itemized receipts for each purchase to their department's Director upon receipt of monthly statement. If the employee is traveling on official City business that extends over a billing cycle, the employee will make arrangements to get the receipts to the department Director for payment. Any employee who fails to provide an itemized receipt for a purchase may be held personally liable to the City for the amount of the purchase. In the event itemized receipts are not available, the employee may sign a verification under penalty of perjury in-lieu of itemized receipt indicating what items were purchased with the credit card.

(D) All credit card billing statements shall be sent by the issuer to the employee and to the Controller's Office. The Controller shall pay all charges from the appropriate budget line item pursuant to the claims procedures of the city.

(E) The Controller shall pay the credit cards promptly so that no interest or carrying charges or penalties will be incurred due to late payments. Any employee who causes interest or carrying charges to be added to the credit card account by a failure to timely provide the required information to the Controller may be held personally liable for the interest or carrying charge. Any employee who fails to provide a receipt for the purchase may be held personally liable for those charges.

(F) No credit card issued by the City for any employee shall be used by any person for non-business purchases.

(G) Any violations of the City issued credit card may result in disciplinary action, up to and including discharge pursuant to the City's personnel policy.

(H) The City is authorized to pay the annual fees, if any, associated with credit cards it issues to its employees and Common Council members pursuant to this Section.

(I) No credit cards may be downloaded to a digital wallet, including but not limited to Apple Pay and Google Pay.

(J) Employees shall take active measures to avoid potential fraudulent transactions, including but not limited to refraining from saving the credit card information as a payment method in online digital applications, storing the credit card in a secure location, and reporting any fraud, theft, or loss of a credit card to the Controller's office immediately.

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Approved on this _____ day of _____, 2024 by the Common Council of the City of Noblesville, Indiana:

AYE		NAY	ABSTAIN
	Mark Boice		
	Michael J. Davis		
	Evan Elliott		
	David M. Johnson		
	Darren Peterson		
	Pete Schwartz		
	Aaron Smith		
	Todd Thurston		
	Megan G. Wiles		

ATTEST: _____
 Evelyn L. Lees, City Clerk

Presented by me to the Mayor of the City of Noblesville, Indiana, this _____ day of _____, 2024 at _____ .M.

 Evelyn L. Lees, City Clerk

MAYOR'S APPROVAL

 Chris Jensen, Mayor

 Date

MAYOR'S VETO

 Chris Jensen, Mayor

 Date

ATTEST: _____
 Evelyn L. Lees, City Clerk