

TOWN OF ST. JOHN, LAKE COUNTY, INDIANA

ORDINANCE NO. 1433

AN ORDINANCE REPEALING TOWN ORDINANCE NOS. 1308, 1298, 1260, 1173 AND 1072 AUTHORIZING THE USE OF CREDIT CARDS FOR VARIOUS PURCHASES MADE BY THE TOWN OF ST. JOHN, REPEALING ALL OTHER ORDINANCES AND TOWN CODE SECTIONS, OR PARTS THEREOF, IN CONFLICT HEREWITH, AND ALL MATTERS RELATED THERETO.

WHEREAS, the Town Council of the Town of St. John, Lake County, Indiana, did, on April 23, 1998, pass and adopt Town Ordinance No. 1072, the same being an Ordinance authorizing the Town of St. John Police Department, by and through its Chief of Police, to obtain a credit card for various purchases by the Town of St. John Police Department; and

WHEREAS, the Town Council of the Town of St. John, Lake County, Indiana, did, on June 22, 2000, pass and adopt Town Ordinance No. 1173, the same being an Ordinance amending Town Ordinance No. 1072, authorizing wider and broader credit card use for various purchases by the Town of St. John, Lake County, Indiana; and

WHEREAS, the Town Council of the Town of St. John, Lake County, Indiana, did, on August 22, 2002, pass and adopt Town Ordinance No. 1260, the same being an Ordinance amending Town Ordinance Nos. 1072 and 1173; authorizing, among other things, that the Town Manager of the Town and certain designated employees of the St. John Public Works Department be authorized to obtain a credit card; and

WHEREAS, the Town Council of the Town of St. John, Lake County, Indiana, did, on July 24, 2003, pass and adopt Town Ordinance No. 1298, the same being an Ordinance amending Town Ordinance Nos. 1260, 1173, and 1072, authorizing, among other things, that the Town Manager and certain designated employees of the Town be authorized to obtain a credit card; and

WHEREAS, the Town Council of the Town of St. John, Lake County, Indiana, did, on August 28, 2003, pass and adopt Town Ordinance No. 1308, the same being an Ordinance amending Town Ordinance Nos. 1260, 1173, 1072 and 1298, that provides that all employees of the Town of St. John, upon authorization by their Department head, and upon approval of the Town Manager, be authorized to utilize a Town of St. John credit card for the purposes specifically authorized herein but that there should be issued five (5) credit cards in the name of the Town of St. John which shall be then retained by the Town Manager and made available for the use of Town employees by and through Town Ordinance Nos. 1072, 1173, 1260, 1298 and 1308; and

WHEREAS, the Town Council of the Town of St. John, Lake County, Indiana, has been advised through its most recent audit report by the Indiana State Board of Accounts that amendatory credit card usage regulations are required for clarification and establishment of appropriate credit card use procedures that are compliant with current State Board of Accounts regulations.

WHEREAS, that the Town Council of the Town of St. John, Lake County, Indiana, has determined that the repeal of Town Ordinance Nos. 1308, 1298, 1260, 1173 and 1072 is in the best interests of the residents of the Town for the proper, efficient and most appropriate lawful use of credit cards for the business of the Town in serving its residents.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF ST. JOHN, LAKE COUNTY, INDIANA, AS FOLLOWS:

SECTION ONE: That all terms and provisions set forth in Town Ordinance Nos. 1308, 1298, 1260, 1173 AND 1072 are repealed in their entirety:

SECTION TWO: That the following terms and provisions shall replace the aforementioned and described repealed terms and provisions related to credit card usage in the Town of St. John, namely:

"A. That all employees and officials of the Town of St. John shall hereby be authorized to utilize the Town of St. John credit card (charge card) procured by the Town of St. John which card may be a Visa card, a MasterCard or an American Express card.

B. That an annual fee may be paid for such credit card, if necessary, and is hereby authorized by this Ordinance; and any receipt, check or accountable item which has been voided should be retained for audit purposes.

C. That a single credit card or the applicable number of credit cards as is deemed appropriate for the efficient and proper conduct of business for the Town of St. John, Indiana be obtained; and that the Town Manager shall be responsible for authorizing the credit card use by any employee or official of the Town of St. John, Indiana.

D. That the Town credit card shall be authorized for use for the purchase of materials and miscellaneous items for the Town, but only as necessary and required for efficient and proper government use; that the Town Manager shall make a determination of necessary, efficient, proper required use, and shall pre-authorize such credit card use. Further, the Town Manager shall keep and maintain a record of such pre-authorized credit card use in a form and manner consistent with the rules and regulations of the State of Indiana Board of Accounts, as amended from time to time.

E. That all Town employee and officials shall immediately account for the use of the Town credit card or cards to the Town Manager, including applicable documents relating to purchases, such as individual receipts and signature authorization.

F. That the Town Manager shall provide all supporting documentation and receipts for each credit card purchase to the Clerk-Treasurer as required for payment under the current rules and regulations of the State Board of Accounts, and as the same may be amended from time to time.

G. That any interest or penalty incurred due to late filing or furnishing of documentation by any employee or official of the Town of St. John who has been authorized to utilize the Town credit card shall be the payment of that employee or official."

SECTION THREE: That all existing Ordinances and Town Code Sections, or parts thereof, in conflict with the provisions of this Ordinance, are hereby deemed null, void, and of no legal affect, and are specifically repealed.

SECTION FOUR: That if any section, clause, provision, or portion of this Ordinance shall be held to be invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect any other section, clause, provision, or portion of this Ordinance.

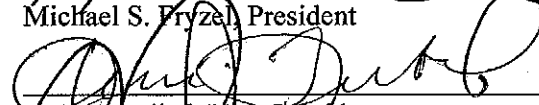
SECTION FIVE: That this Ordinance shall take effect and be in full force and effect, from and after its passage by the Town Council of the Town of St. John, Lake County, Indiana.

ALL OF WHICH IS PASSED AND ADOPTED THIS 16TH DAY OF NOVEMBER, 2006, BY
THE TOWN COUNCIL OF THE TOWN OF ST. JOHN, LAKE COUNTY, INDIANA.

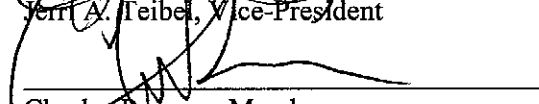
TOWN OF ST. JOHN, LAKE COUNTY,
INDIANA, TOWN COUNCIL



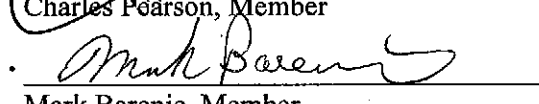
Michael S. Fryzel, President



Terr A. Teibel, Vice-President




Charles Pearson, Member



Mark Barenie, Member

Gregory J. Volk, Member

ATTEST



Sherry P. Stry, Clerk-Treasurer