

To: President and Members of the Munster Town Council

From: David F. Shafer, IAMC, MMC, CMO, Clerk-Treasurer *D-70*

Copy to: Patricia L. Abbott, IAMC, MMC, Controller
Dustin C. Anderson, Town Manager

Date: December 23, 2019

Subject: Ordinance 1791, Credit Card Use

In 1989 the Town of Munster began allowing certain employees to use a Town authorized credit card to facilitate making purchases on Town business. Historically, credit cards were issued to four employees: Clerk-Treasurer, Town Manager, Director of Parks & Recreation, and Chief of Police. There have been several revisions to the list of those employees permitted to use a Town credit card, with the latest revision occurring in 2014. Changes to personnel since 2014 necessitate a further revision to the list of permitted users.

Clerk-Treasurer

Following the announced retirement of Mr. Shafer, Wendy Mis was elected as Munster's eighth Clerk-Treasurer in November of 2019, with an initial four-year term beginning January 1, 2020. It is appropriate to recognize Mrs. Mis as a permitted user of one of the Town's American Express credit cards.

Director of Parks & Recreation

For a time prior to 2015, the Town Manager also served as Director of Parks & Recreation. With the hiring of a new Town Manager and a new Director of Parks & Recreation, it would be appropriate to list the Director of Parks & Recreation as a permitted user of one of the Town's American Express credit cards. (It is noted that the shared use of the Town Manager's American Express credit card by Park Department personnel is sufficient to warrant a separate credit card to be issued to the Director of Parks & Recreation.)

Proposed Ordinance 1791 has been drafted to identify Clerk-Treasurer Wendy Mis and Director of Parks & Recreation Gregory S. Vitale as permitted users Town-authorized American Express credit cards.

RECOMMENDED ACTION:

By motion and voice-vote, consider proposed Ordinance 1791 on first reading and schedule second reading and possible adoption for the next regular meeting.