CITY OF MULBERRY, ARKANSAS

ORDINANCE 2025-01

AN ORDINANCE AUTHORIZING THE CITY OF MULBERRY TO TRANSFER ITS CREDIT CARD SERVICES FROM ELAN FINANCIAL SERVICES TO CITIZENS BANK AND TRUST, ESTABLISHING CREDIT CARD ACCOUNTS WITH SPECIFIED LIMITS FOR CITY OFFICIALS AND EMPLOYEES, AND FOR OTHER PURPOSES.

WHEREAS, the City of Mulberry currently utilizes credit card services provided by Elan Financial Services; and

WHEREAS, Citizens Bank and Trust offers a more efficient solution due to its convenient location and the ability to process payments immediately, thereby improving financial operations and cash flow management for the city; and

WHEREAS, the City Council recognizes the need for credit cards to facilitate authorized city business expenses while maintaining oversight and control of expenditures;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MULBERRY, ARKANSAS:

SECTION 1. Authorization to Transfer Credit Card Services.

The City of Mulberry is hereby authorized to transfer its credit card services from Elan Financial Services to Citizens Bank and Trust and to establish credit card accounts for authorized city officials and employees as outlined in this ordinance.

SECTION 2. Authorized Cardholders and Credit Limits.

Credit cards with Citizens Bank and Trust shall be issued to the following positions with the specified credit limits:

- Mayor: $25,000
- Mayor's Assistant: $5,000
- Police Department Officers: $5,000 per officer
- Court Clerk: $5,000
- Fire Chief: $5,000

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- Financial Director: $5,000
- Public Works Director: $5,000
- Water Treatment Superintendent: $5,000

SECTION 3. Purpose and Usage of Credit Cards.

The credit cards and their use shall be governed by the policies and procedures attached hereto as Exhibit A and hereby incorporated by reference.

SECTION 4. Payment and Reconciliation Process.

Payments on the credit card accounts shall be processed at Citizens Bank and Trust to ensure immediate crediting of funds. Monthly statements shall be reviewed and reconciled by the City Treasurer, and all expenditures will require approval in accordance with the City's financial policies.

SECTION 5. Compliance with Financial Policies.

The use of the credit cards shall comply with all applicable local, state, and federal laws and regulations, as well as the financial policies of the City of Mulberry.

SECTION 6. Payment and Reconciliation Process.

Any other City ordinance or provision of any City ordinance in conflict is hereby repealed.

SECTION 7. Emergency Clause.

It is hereby found and determined by the City Council that the immediate adoption of this ordinance is necessary to ensure the efficient and uninterrupted operation of city financial activities and to prevent delays caused by the current credit card service provider. Therefore, an emergency is declared to exist, and this ordinance shall take effect and be in force immediately upon its passage and approval.

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ORDINANCE 2025-01 (continued)

PASSED AND APPROVED THIS 21 DAY OF January 2025.

APPROVED: _____

Gary D. Baxter, Mayor

ATTEST: _____

Carla Dickerson, Recorder/Treasurer

EXHIBIT A
TO CREDIT CARD ORDINANCE CITY OF MULBERRY
(EFFECTIVE JANUARY 2025)

CREDIT CARD POLICY

The City will have use of a credit card to purchase limited materials, supplies, and services, and to facilitate other necessary transactions where the use of a credit card would expedite the transaction in an efficient manner. Credit cards will be used only for the registration and pre-approved travel expenses related to training, conferences, and/or workshops, and payments for goods and services for use by the City. **Personal uses of the credit card are strictly prohibited**.

Purchases made via the credit card must comply with the City's procurement and financial policies and purchasing guidelines. A credit card is a method of payment and must conform to the City's procurement and financial policies. In addition, all purchases made with the credit card must adhere to the approved operating budgets. **Cash advances using the credit card are strictly prohibited.**

It is the policy of the City to minimize the number of credit cards that are maintained by the City. As such, the City only will use a major credit card that is accepted by virtually all merchants. The use of a merchant-specific credit card that cannot be used for purchases made at other stores is prohibited.

The cardholder is solely responsible for all charges made to their assigned credit card. Inappropriate use of the credit card will result in disciplinary action against the employee in accordance with city policies.

The credit card should not earn points, rewards or cash back.

OR

Points, rewards, or cash back earned using the City credit card belongs to the City or program budget that is charged and can only be used for housing activities associated with the City or project. The credit card cannot be used as a payment method if a transaction or convenience fee is incurred.

City employees that are issued a City credit card are required to use the City-issued credit card for permitted Agency business. Use of a personal credit card for permitted Agency business is not allowed unless it is an emergency or prior approval has been obtained from the Mayor.

CREDIT CARD PROCEDURES

Each authorized cardholder will be required to complete a **Credit Card Use Agreement** form. This form outlines the requirements and responsibilities associated with the credit card, including an understanding of prohibited activities and costs. All cardholders must adhere to these guidelines to ensure appropriate and transparent use of City funds.

Employee Responsibility

Authorized cardholders are responsible for the proper use and safeguarding of the credit card issued in his or her name. Authorized cardholders must immediately report any card that is stolen or that has fraudulent activity.

Authorized cardholders are responsible for the purchases made on the credit card. If the authorized cardholders delegate use of the cards to other individuals, the Authorized cardholders are ultimately responsible for all charges against the card.

Inappropriate use of the credit card for transactions not related to City business may result in disciplinary action. The authorized cardholders will be responsible for any unauthorized purchase related to the misuse of the credit card.

The credit card shall be returned to the Mayor or the Recorder/Treasurer BEFORE the authorized cardholders leave their jobs with the City.

Use of Credit Card

The authorized cardholders may make purchases in person, by phone, or on the internet. Items must be shipped to the City business address. Telephone and internet purchase must be made with reputable vendors only and the vendors must be notified at the time of purchase if the purchase is tax exempt.

The City's credit card may not be used for personal items of any kind.

Return of Goods/Purchases

The authorized cardholders are responsible for returns of goods purchased by the credit card and returns should be credited back to the card. Cash refunds are strictly prohibited.

Account Reconciliation Process

When the credit card is used, the guidelines below shall be followed:

- The authorized cardholders must retain all receipts, credit card slips, and other documentation supporting any charges against the card and submit same to the Finance Director prior to statement closing date.
- Pay the credit card statement in full each month.

I understand and acknowledge the foregoing policies and procedures for the City of Mulberry Credit Card.

Mayor	**Date**
Mayor's Assistant	**Date**
Police Chief	**Date**
Police Officer	**Date**
Police Officer	**Date**
Police Officer	**Date**
Court Clerk	**Date**
Fire Chief	**Date**
Financial Director	**Date**
Public Works Director	**Date**

Water Treatment Superintendent	**Date**