AGENDA

Date: January 14, 2019
Time: 7:30 p.m.

ANNOUNCEMENTS

Reappointment of Colby Sattler to the Tree Commission for a three year term expiring January 1, 2022.

Reappointment of David Patzwahl to the Tree Commission for a three year term expiring January 1, 2022.

Reappointment of Barry Tyo to the Board of Zoning Appeals for a five year term expiring January 1, 2024.

Reappointment of Gregory Ernst to the Architectural Board of Review for a three year term expiring January 1, 2022.

COMMITTEE OF THE WHOLE

Mr. Dan Brown, Partners Environmental Consultants – Overview of work in Cahoon Memorial Park and Environmental Protection Agency (EPA) Regulations.

ENVIRONMENT, SAFETY AND COMMUNITY SERVICES COMMITTEE-Mace

FINANCE & CLAIMS COMMITTEE-Tadych

Review of Credit Card Policy.

Establish Agency Fund for Health Care. (Employee Flexible Spending Account)

December 2018 Year-End Financial Reports of the City of Bay Village, Ohio.

PLANNING, ZONING & PUBLIC GROUNDS & BUILDINGS COMMITTEE-Maier

Bay Rockets Association request for the installation of a total of eight pole banners, approximately 30 inches by 60 inches in size, four at the intersections of Wolf Road and Dover Center Road, and four at the intersection of Wolf Road and Cahoon Road, to promote community spirit for the annual Snowball Run to be held at Bay High School on Saturday, February 16, 2019.

PUBLIC IMPROVEMENTS, STREETS/SEWERS/DRAINAGE COMMITTEE-Stainbrook

Phase II Stormwater Services Agreement with the Cuyahoga County Board of Health.
2019 Road Improvement Program, Advertisement for Bids.

RECREATION & PARKS IMPROVEMENT COMMITTEE- Winzig

SERVICES, UTILITIES & EQUIPMENT COMMITTEE-DeGeorge

AUDIENCE/ MISCELLANEOUS

CAHOON MEMORIAL PARK TRUSTEES

Bay Rockets Association request for the installation of a total of eight pole banners, approximately 30 inches by 60 inches in size, four at the intersections of Wolf Road and Dover Center Road, and four at the intersection of Wolf Road and Cahoon Road, to promote community spirit for the annual Snoball Run to be held at Bay High School on Saturday, February 16, 2019.
President of Council Clark called the meeting called to order in the Conference Room of Bay Village City Hall at 7:30 p.m.

Present: Clark, DeGeorge, Mace, Maier, Stainbrook, Tadych, Winzig, Mayor Koomar.

Also Present: Law Director Barbour, Finance Director Mahoney, Director of Public Service and Properties Liskovec, Fire Chief Lyons, Police Chief Spaetzel, Recreation Director Enovitch, Community Services Director Selig, Administrative Project Leader Kerber, Building Director Eric Tuck-Macalla.

AUDIENCE

Clare Banasiak, Thomas J. Kelly, Gary and Amanda Sebrosky, Tara Wendell.

COMMITTEE OF THE WHOLE

Review of Master Plan- Glenn Coyne, Executive Director, Cuyahoga County Planning Commission.

Mr. Clark welcomed Mr. Glenn Coyne, Executive Director of the Cuyahoga County Planning Commission. Mr. Coyne and Kathryn Kerber, Administrative Project Leader, are present this evening for an update on the City of Bay Village Master Plan.

Mr. Coyne presented a Power Point Presentation regarding the City of Bay Village Master Plan 2016, outlining the Master Plan Process, and Visions. The entire presentation is attached to these minutes.

Glenn Coyne stated that the Master Plan is a long term plan so that the City leaders and residents can decide how the City wants to grow and develop in the future. He noted that the Master Plan is being used by Administrative Project Leader Kathryn Kerber to obtain funding in order to move projects forward. The Master Plan can be viewed in its entirety on the City of Bay Village website. As decisions are made by the City, they should match the priorities laid out in the Master Plan.

There were five steps to the Master Plan. A community survey was done with a sample size of 1,200 Bay Village households to identify issues and opportunities. The County Planning Commission looked at existing conditions, including a current profile and analysis of the community. They worked with the Steering Committee and the public on what the Community Vision should look like, and developed those into policies, goals and actions. A very detailed
Implementation Plan was put together with 99 recommendations. The combination of all phases of the Master Plan process was put together into a single, comprehensive document.

The final presentation of the Master Plan was presented to the public in April of 2017, and the plan was adopted by City Council on June 26, 2017.

Three groups were met with throughout the plan process. One was a project team, which was composed of mostly the department heads and the administration. They met on six different occasions and helped to guide the County Planning Commission as to what was going on in the community. The project team was the primary point of contact.

A steering committee composed of sixteen or seventeen residents met three times and were very helpful in the process. They provided insightful feedback and helped the County Planning Commission to prepare for the public. Three public meetings were held at the Dwyer Memorial Center in June, October and March of 2017, with the final presentation in April of 2017. The public meetings were well attended by over 100 residents at one, and more than 60 at the others. After the meetings, everything was put online so that folks that could not attend could see the presentation and discussion.

Mr. Coyne reviewed the Master Plan Visions and select actions from the Master Plan. Keeping a “Commitment to Place” was an important vision statement of the Steering Community and the public, specifically maintaining tree-lined neighborhoods, protecting the lake, and ensuring future development fits the existing sense of place. The other visions statements included:

- Continuing a Dedication to Quality Parks, Recreation and Lake Erie
- Diversifying Housing Options
- Establishing a Pedestrian and Bicycle Friendly Community
- Creating a More Vibrant Village Center
- Maintaining & Greening City Infrastructure
- Building Community

Expanding on the seven topic areas, Mr. Coyne discussed potential improvements including the conversion of the roadway of Clague Road to have a more residential feel, the development of new space along Lake Road next to the Bay Boat Club, bicycle friendly trails along Wolf Road, from Clague Road to Dover Center Road, a more pedestrian friendly and inviting Village Center, enhanced by the new Bay Village Library to be constructed and the Liberty Development Project, as well as possible residential use of the former library property.

The red section on the west side of Dover Road of the map displayed by Mr. Coyne indicates areas that the County Planning Commission saw that retail development could be added, e.g., the area behind the bowling alley and the other side of Heinen’s.

The Dover Junction Shopping Center was highlighted as well by Mr. Coyne, who noted the investment at the Knickerbocker Apartments and the desire of the residents of the Knickerbocker for safer pedestrian access to the CVS Drugstore as well as to the shopping center. Mr. Coyne noted the opportunity to bring more retail stores to the West Oviatt side of the shopping center,
should the property owner want to expand further. Property that could go from a commercial, light industrial type of use to some other type of development that would fit with the neighborhood is highlighted.

Infrastructure is a large piece of future planning, including the study of storm and sanitary sewer provisions, the storm and sanitary sewer separation being dealt with, and how green infrastructure could be incorporated and the organizations already in place that could help do some of those things with sustainability. The thought is that the City could be a real leader in this effort. Examples of things already done, such as the City Hall parking lot and improvements along the creeks are included in the Master Plan vision. The implementation of a Tree Protection Ordinance for the City is noted in the category of Maintaining and Greening City Infrastructure.

A printed handout provided by Mr. Coyne detailing the process, visions and focus areas of the Master Plan is attached to these minutes for further information. The handout includes the Bay Village Policy Map: Focus areas identifying those targeted locations and areas for street and intersection improvements, neighborhood investments, design guidelines, and other developments for specific locations. It provides comprehensive, easy to identify information to show the overall impact of the plan on specific areas of the City.

Mr. Coyne completed his presentation by noting that the Master Plan looks ten to fifteen years down the road. He encouraged reference to the map provided which indicates detailed tables that list priorities, responsibilities, partners in projects, sources of funding and estimated resources.

Kathryn Kerber, Administrative Project Leader, advised that she took the Master Plan and Implementation Table and made converted into a spreadsheet. Most is the information from the Master Plan, with a column that shows what the City is actually doing about implementation now, and ideas about future implementation. One grant is in place for Bay Point, the area west of the Bay Boat Club, and another grant is pending.

Ms. Kerber also created a map showing the Master Plan projects that are being worked on and where they are located in the City. Among the areas shown are the Pickle Ball Courts at Reese Park, a crosswalk at Columbia Road to provide access to Columbia Beach Park, geo-technical work at that site to prepare for new stairs to get to Columbia Beach, the Wolf Road Bike Path with a short cut to Cahoon Memorial Park.

Also in the Master Plan are a number of projects that must be in partnership with community organizations: BAYarts, the Knickerbocker Apartments, Liberty Development, the library, Malley’s and Metroparks. The library, Liberty Development, and the Knickerbocker Apartments project are underway. Malley’s parking structure change is in progress and the Mayor is also working with the Metroparks on their Master Plan.

Ms. Kerber noted that it is going to be a busy summer at Cahoon Memorial Park with park projects and other party projects such as the Ohio Department of Transportation (ODOT) reconstruction of the bridge. Some grants have been awarded, and a couple are still pending. Ms. Kerber stated that whenever she does a grant application they ask for documents that support the idea, the Master Plan or the NOACA Connectivity Plan. They like it when you can say you are
Committee Meeting of Council  
January 7, 2019

actually doing something with the plan already. Ms. Kerber stated that her favorite example is the CMAG Cycle 23 Grant. They were asked for money to help the City put together a site Master Plan for the Bay Point project. There is a favorable chance because of the previous round for that grant helping us to build a path to the site. We are building on the previous plan and eventually would be able to go out there and build something. It is a process of layering grants and implementation and making sure all the timing works out correctly on all the projects.

Mayor Koomar stated that having the Master Plan Implementation Plan on a spreadsheet allows the tracking of progress by categories. Periodically the spreadsheet will be sent out to everyone on Council for informational purposes. Ms. Kerber noted that the County Planning Commission was very pleased to see that progress is being made with the Master Plan.

Mayor Koomar stated that the bike trails on Wolf Road were achieved through the Transportation Improvement Plan (TIP) process with NOACA. We were able to put something together with our engineer and incorporate that into the plan. The Mayor asked Mr. Coyne to speak about the Greenways Initiative and how Wolf Road plays into that initiative.

Mr. Coyne stated that the County Planning Commission just completed the Cuyahoga Greenways Plan, which is for the entire county. They worked with Metroparks and NOACA and held meetings throughout the county. They came up with a network where they started with the Metroparks, the Emerald Necklace, the Towpath, and some of the other major trails that are in place, and how they would connect that all together. They have come up with a list of priority projects and they cover everything on road and off road with different solutions. The idea is that folks will be able to get to the Metroparks, lake, or Towpath on a trail that has been identified as one of the Cuyahoga Greenways. They were back and forth in Bay Village as to whether Lake or Wolf Road should be the place, and they felt that Wolf Road was a lot safer. In Lakewood there is more width on Lake Roads for bikes and cars, but it is a tight right of way in Bay Village. They decided to use Clague to Wolf and out to Bradley. Bradley Road is on the trail to North Olmsted and eventually the Metroparks that way. By going online and clicking Cuyahoga Greenways you can see the map and learn more about the project. The Cleveland Convention Visitors Bureau is doing signage on the Shoreway West Project, which is not far from the section of the trail that is being put in. They will install signage identifying the trail as a demonstration and it will be designated with the Cuyahoga Greenways logo. This is the first time it will be seen in the world. This will be done with each piece of the trail, and when Wolf Road is done, that signage will be included.

Mr. Clark thanked Glenn Coyne and Kathryn Kerber for the information presented this evening.

Recreation Department- Pat Thornton, Sixmo Architects/Engineers.

Mr. Pat Thornton of Sixmo Architects/Engineers presented information concerning a proposed addition to the Dwyer Memorial Center to accommodate the Recreation Department, who will lose their space with the construction of the new library. The objective of the plans created by Sixmo Architects is to give the Recreation Department a home, to consolidate storage for the Recreation Department and to add storage for the Dwyer Memorial Center. A plan was developed that included amenities that could address multiple needs of the City.
Mr. Thornton presented the following plan:

He explained that they are looking at a 4,000 square foot addition that includes about 1,000 square feet of multi-purpose rooms, divisible into two; small rooms for smaller programming, about 2,000 square feet of storage, three-quarters of that to Recreation and one-quarter of that for
the Senior Center. An office area, with a separate center for Recreation, is included, as well as a common-use conference area with a kitchenette to be used as a break area for staff for both departments. The balance of the building is maintained as is. The reception area will be converted to offices with one reception area. There is a desire to place a hard wall between the two large spaces of the Dwyer Center. They took that opportunity to add another small storage room and a small conference room for those times when residents or staff need a private area for conversation.

The next plan shows the interior of the building with the additions:
He explained that they have maintained the office and service side of the building. They developed the Recreation Department area with storage accessible to the exterior. The senior storage area has a clear path into the meeting hall where the majority of the tables and chairs would be moved. A multi-purpose room shown off the end of the building is one of the opportunities that came out of the objectives. An additional opportunity is the parking situation at the senior center. It is crowded, the drives are narrow, and the spaces are not regulation size. Without adding a lot of cost in construction, they straightened the parking and eliminated the grass strip.
along the front of the building, adding more parking, improving the flow and increasing the size of the spaces to be larger and more comfortable. The quantity of the parking is increased which is helpful for other activities in the area as well. There are also opportunities to connect trails, especially to the north past the parking area.

Mr. Thornton explained that he has not been charged with creating construction documents and accepting bids. At this point they are in the process of studying what is possible and developing a plan that includes how it could be constructed and what it would look like.

Mr. Clark asked how long it would take to do the build out and complete renovation if the City would embark on this project, and, what level of interruption would there be on any of the existing activities that go on at the Senior Center.

Mr. Thornton stated that he believes the construction can be done without interrupting a lot of activity. There may be some short term utility interruption at some time during the construction. They are not having to add bathrooms or tie in the plumbing. It is a simple construction with operation proceeding safely and comfortably. The construction project will take five to six months, with very little interruption of activity.

The Mayor noted the synergies of sharing of equipment and supplies by the Recreation and Senior Departments.

Mr. Tadych asked how the 4,000 square feet addition compares to the square footage of the Dwyer Center.

Mr. Thornton stated that the entire building will become about 11,000 square feet after the addition. The finished product will be treated as though it is two buildings. An addition will be created so that it does not look like an addition, by the use of methods of matching materials without having to match because of the age of the building.

Mr. Tadych asked if the building will be approved without washrooms. Mr. Thornton stated that effectively it is one building, but they treat it building code wise as two separate buildings.

Mr. Tadych asked if the building code would allow for no wash rooms. Mr. Thornton stated that effectively the building does end up with a wash room because of the placement of the wall. The way the building code operates they would not have an issue.

The Mayor noted that there will be more use out of the meeting hall space because Recreation has events that can utilize the hall and the outdoor space. The Multi-Purpose Room will give a home to many of the Recreation Programs that have to be held at other buildings presently.

Mr. Mace asked if there are any preliminary costs for the addition.

Mr. Thornton stated that there are effectively four primary components. The office and Multi-Purpose Room would be about $172.00 square foot, the storage area around $150.00 square foot, and the alterations around $85.00 square foot. This represents a total construction cost of
$729,000 and $100,000 of site improvements which includes complete stripping and resurfacing of the parking lot, road adjustments, and landscaping.

Mayor Koomar noted that certain components of site improvements can be accomplished by the Service Department.

Mr. Clark thanked Mr. Thornton for his presentation this evening.

ENVIRONMENT, SAFETY AND COMMUNITY SERVICES COMMITTEE-Mace

Mr. Mace had no report this evening. An Environment, Safety and Community Services Committee meeting will be held in the near future.

FINANCE & CLAIMS COMMITTEE-Tadych

Review of Credit Card Policy.

Mr. Tadych stated that a review of the 2010 Credit Card Policy is being proposed by Finance Director Mahoney.

Director Mahoney explained that this review was prompted by Ohio House Bill No. 312 which was enacted in November of 2018. The passage of this new bill carries the requirement that within three months after November of 2018, a new credit card policy be put into place that has specific outlines that are included in the information given to Council in their packet.

Mr. Tadych asked Mrs. Mahoney to furnish him with the suggested outlines of Ohio House Bill No. 312.

Mrs. Mahoney stated that the suggested revision outlines are identifying who is authorized to use a credit card, types of expenses for which it can be used, the procedures to acquire the credit card, management of the card, submission of receipts to the fiscal officer, maximum credit limit per card, what constitutes mis-use of the credit card. If the fiscal officer does not maintain the account a compliance officer must be named. Mrs. Mahoney noted that she does maintain the credit card so there is no need for a compliance officer. A sign-out is required for use of the card by an employee not authorized as a card holder.

Suggested revisions by Councilman Winzig will be submitted for the next review of Council.

Mrs. Mahoney stated that in substance there is not a great deal of change from the 2010 policy.

Mr. Clark asked how much is spent with credit cards in a given year. Mrs. Mahoney stated that the main expenditure, over $1 million, is for payment of refuse collection. Workers’ Compensation is also paid with the credit card, approximately $100,000. Rebates from use of the card were $7,602 in 2017, and $8,164 in 2018.
Mr. Tadych asked what is done with the rebate money. Mrs. Mahoney stated that it is placed in the General Fund. The rebates are entirely in cash.

Mr. Tadych asked how many credit cards are issued. Mrs. Mahoney stated that there are seven currently, assigned to six directors and Mrs. Mahoney. The Finance Director’s is the only one that is signed out, and purchases are linked to a purchase order and tracked. Mrs. Mahoney noted that in city government no purchases can be made without a purchase order, including credit card purchases. All purchase orders have to be approved before the credit card is used. To cover minor purchases, at the beginning of the year some department directors will submit a blanket purchase order. That money is set aside at the beginning of the year.

Mr. Tadych asked if street light bills are paid with a credit card. Mrs. Mahoney stated that payment of light bills is not permitted with a credit card.

Mr. Tadych asked if there are any fees paid to use the credit card. Mrs. Mahoney stated that there are no fees paid. Mr. Tadych stated that this is not specified in the information provided and he would like to see that included.

Mr. Tadych asked the Finance Committee if they would like to review this matter further at their next meeting. Mr. Winzig stated that he would like to see the next draft in the Finance Committee to make sure it is appropriate. Mr. Tadych agreed.

A Finance Committee Meeting will be held Monday, January 14, 2019 at 6:45 p.m. with the credit card policy review included on the agenda. The resolution approving the new credit card policy on the agenda for the City Council meeting this evening will be removed from the agenda.

Establish Agency Fund for Health Care. (Employee Flexible Spending Account)

Mr. Tadych stated that Medical Mutual has handled the Flexible Spending Account (FSA) for our employees. Mrs. Mahoney will be taking over the management of that account. He asked what is paid to Medical Mutual now for handling the account. Mrs. Mahoney stated that Medical Mutual is paid about $60.00 per employee per year, which is paid by the employee. The Flexible Spending Account is extra money that an employee sets aside for prescription drugs or things that are not covered by health insurance, e.g., the $20.00 co-pay for doctors’ visits. Money is withheld from employees’ paychecks, and the entire amount is submitted to the Flexible Spending Account. This amounts to about $2,500 per pay period in total. An employee submits their claims, and Medical Mutual reimburses the employee. At the end of the year they do a reconciliation and if an employee does not spend all of their FSA money, there is a $500 carry-over to the next year. After a three month period, the funds are forfeited and the funds are given back to the City. Historically, Medical Mutual has handled all of the transactions. They are pushing the accounting part of the plan to their clients. Mrs. Mahoney is requesting the establishment of an FSA account to keep track of the funds. All of the employees’ contributions would be deposited into the account. Once per week, Medical Mutual would send a bill listing all of the amounts the employees have requested, and the City would pay Medical Mutual for the expenses.
Mr. Tadych asked the maximum amount an employee can contribute to the fund. Mrs. Mahoney stated that the maximum amount is $2,700.

Mr. Tadych noted that this plan is available to all union and non-union employees.

Mrs. Stainbrook asked if a debit card is used for the account. Mrs. Mahoney stated that the expenses are not paid by use of a debit card, but they do have an app now for submission. The City does not get involved in the submission of expenses.

Mr. Tadych stated that since Medical Mutual is paid $60.00 per year per employee, will there be a change in the payment if Medical Mutual is not going to be handling the account. Mrs. Mahoney stated that there is no cost to the city, other than time. Medical Mutual will still get the entire $60.00 fee. There is no effect of any monetary difference for the City.

Mr. Mace asked if the Flexible Spending Account is fully funded for the employee at the beginning of the year. Mrs. Mahoney stated that it is fully funded. Mr. Mace asked if there is any requirement of the City to reimburse Medical Mutual the money in advance. Discussion followed as to the possibility of an employee spending all of their account and then leaving employment before reimbursing their fund by paycheck withdrawals. Mrs. Mahoney stated that the amount could be withdrawn from the final paycheck.

Mr. Clark stated that the ordinance on the agenda for this evening’s Council meeting will be placed on first reading. Pending review by the Finance Committee, it can be moved to adoption on Monday, January 14, 2019.

Establishment of a Grant Fund

Mrs. Mahoney stated that the ordinance on the agenda for the City Council meeting to be held this evening is to correct the number of the fund from 125.58 to 125.60. The ordinance will be moved for adoption at the Regular Meeting of Council this evening.

PLANNING, ZONING & PUBLIC GROUNDS & BUILDINGS COMMITTEE-Maier

Ms. Maier had no report this evening. A meeting of the Planning, Zoning, Public Grounds and Buildings Committee will be scheduled in the near future.

PUBLIC IMPROVEMENTS, STREETS/SEWERS/DRAINAGE COMMITTEE-Stainbrook

Phase II Stormwater Services Agreement with the Cuyahoga County Board of Health.

Mrs. Stainbrook will present an ordinance this evening authorizing an agreement with the Cuyahoga County Board of Health to provide assistance in meeting Ohio Environmental Protection Agency (EPA) stormwater requirements. The three year contract total is $16,866.00, which is a slight increase of $100 per year from the previous contract. The ordinance will be placed on first reading this evening.
Mr. Winzig stated that the documentation mentioned a required storm water management goal. Is there a goal that the City has been tracking? Director of Public Service Liskovec stated that the City tracks illicit discharges and the other components of their services is good housekeeping by City employees.

Authorization for Director of Public Service to advertise for bids for bulk road materials.

Mrs. Stainbrook will present a motion at the Regular Meeting of Council this evening to authorize the Director of Public Service to advertise for bids for bulk road materials for pavement maintenance.

A Public Improvements, Streets, Sewers/Drainage Committee meeting will be scheduled for the end of January, on an evening other than a Monday, given that there will be quite a few topics to discuss.

RECREATION & PARKS IMPROVEMENT COMMITTEE- Winzig

Mr. Winzig will schedule a date for a Recreation and Parks Improvement Committee meeting in the near future.

SERVICES, UTILITIES & EQUIPMENT COMMITTEE-DeGeorge

Revised Codified Ordinance Section 1310.01(B) - Registration/Licensing of Contractors. First Reading December 3, 2018. Second Reading December 17, 2018.

Ms. DeGeorge will present for adoption this evening Ordinance 18-107, previously discussed, which deals with the registration of contractors and the issue of renovating homes for resale for an extended period of time.

AUDIENCE

There were no comments from the audience this evening.

There being no further discussion, the meeting adjourned at 8:35 p.m.

_______________________________   _________________ ________
Dwight A. Clark, President of Council   Joan Kemper, Clerk of Council
City of Bay Village  
Credit Card Policy  
Revised January 2019

Issuance
The City of Bay Village (the City) has issued credit cards to the Mayor and certain Department Directors (the Cardholders). The City name will also appear on each credit card. The reissuance or cancellation of such credit cards (when applicable) will be executed by the Director of Finance in communication with the effected credit Cardholder.

In certain circumstances the Finance Department card may be signed out after the employee signs the credit card log which states they become the temporary cardholder.

Credit card usage is restricted to items and services that are purchased on behalf of the City and deemed to be a proper public purpose.

Purchase Order Requirement
A properly authorized purchase order is required for all purchases using a credit card. Any charge made without an approved purchase order could become the liability of the credit card holder.

Payment Processing
Itemized receipts are required for all credit card expenses. These are to be reviewed and approved by the Department Director (or designee) and then submitted within 24 hours via interoffice mail to the Finance Department so they may be properly matched with the approved purchase order. If original receipt or other sufficient documentation to justify the expense is not produced the Cardholder may be held personally responsible for the expense. Once the monthly credit card statement is received, it will be reviewed by a member of the Finance Department to ensure all charges are supported by appropriate documentation.

Allowable Expenses

Travel
Employee must follow Travel Policy for allowable travel expenses.

Meals Outside of Travel
At the Mayor’s and Department Directors discretion and within their budget, they may authorize payment for meal functions associated with the conduct of City business. Itemized receipts must be presented and on the back thereof contain the purpose and names of those in attendance.

Meeting Expenses
During the normal course of operations it is necessary to conduct in-house department or City committee meetings. The cost of refreshments for these meetings is considered an appropriate credit card purchase, if budgeted, and provided they are reasonable in cost. This guidance is not intended for regular weekly or biweekly meetings.
City of Bay Village
Credit Card Policy
Revised January 2019

Gifts and Awards
The City may purchase, provided budgeted, nominal gifts or awards for employees ($100 or less).
Examples include, but are not limited to the following:

- Plaques, flowers, etc. for special occasions
- Retirement gifts
- Nominal gifts for birthdays or holidays

Other Appropriate Expenses
The Finance Department may authorize other appropriate purchases to maximize the benefits of using a credit card (i.e., cash back allowance, flexibility) while limiting risks.
Examples include, but are not limited to the following:

- Recurring charges such as utility payments
- Bureau of Workers Compensation payments
- Internet purchases such as Amazon

Use of Credit Card

- The Mayor and the Department Directors that are authorized to be Cardholders must have a signed Credit Cardholder Agreement on file. In the instance of signing out the Finance Department card the employee must sign the credit card log and return the card to the Finance Department immediately after use and record in the credit card log the date and time of return.
- The Cardholders are responsible for the credit card and all purchases made while in his/her possession.
- The Cardholders must communicate the City’s tax exempt status to the vendor before purchase is initiated to prevent sales tax from being charged. In the event sales tax is charged and isn’t adjusted the amount could become the responsibility of the Cardholder.
- The Cardholder shall take all necessary precautions to keep the credit card and account number secure.
- The credit card is to be used for authorized City purchases only.
- The Cardholders department is responsible for all charges incurred including service fees and finance charges.
- The Cardholders shall reimburse the City for any unauthorized charges (including, but not limited to those items noted in the “Card Restrictions” below) within 30 days. If charges are under dispute by the Cardholder payment must be made and if reversed by the credit card company the payment will be refunded to the Cardholder. The credit card shall not be issued to an employee if he or she owes money to the City from previous use of the credit card.
Restrictions on Use

Credit cards are strictly prohibited from being used for:

- Cash advances
- Personal items
- Alcoholic beverages
- Entertainment

Credit Limits

The appropriate credit limit for each card will be determined by the Director of Finance and will vary depending on the anticipated uses. Department Directors who are authorized to retain cards will be limited to a maximum limit of $5,000. The Director of Finance will retain a card with a credit limit not to exceed $350,000 in order to allow large payments such as refuse and workers compensation payments. The limits will be reviewed annually to determine if revisions need to be made.

Disputes

A disputed item could result from defective purchases and incorrect items being charged to the credit card. If it is a defective purchase the department needs to return the item as soon as possible to receive timely credit to the card. The Director of Finance should be notified immediately upon discovery if there are unsubstantiated charges on the credit card statement. The Director of Finance will report such charges to the credit card issuer so that an investigation may commence.

Lost or Stolen Cards

If any Cardholder loses or has the credit card stolen, it is his or her responsibility to notify the Director of Finance or Finance Assistants within 24 hours so they may report to the credit card issuer.

Termination/Resignation of Employee

Upon termination or resignation of an employee who holds a credit card with the City, it is the employee’s responsibility to immediately turn in the credit card to his or her supervisor or to the Finance Department.

Policy Violations

FAILURE TO FOLLOW THIS POLICY MAY RESULT IN LOSS OF CARDHOLDER PRIVILEGES AND, FOR EMPLOYEES MAY RESULT IN DISCIPLINARY ACTION, INCLUDING TERMINATION OF EMPLOYMENT. IN ADDITION TO DISCIPLINE AND/OR TERMINATION, ANY UNAUTHORIZED USE OF THE CREDIT CARD COULD RESULT IN CRIMINAL OR CIVIL PROSECUTION AGAINST THE EMPLOYEE OR ELECTED OFFICIAL.

Any questions concerning the use of the credit card should be directed to a member of the City’s Finance Department.
(132nd General Assembly)
( Substitute House Bill Number 312)

AN ACT

To amend sections 117.09, 117.103, 117.38, 118.05, 118.07, 149.43, 505.64, 511.234, 940.11, 940.12, 1545.072, 1711.131, 2913.21, 3313.291, and 3375.392 and to enact sections 9.21, 9.22, 717.31, 3313.311, 3314.52, 3326.52, 3328.32, and 6119.60 of the Revised Code to regulate the use of credit cards and debit cards by political subdivisions, to modify the duties and powers of the Auditor of State, to specify that electronic submission of a public record request entitles the requestor to damages if the public office fails to comply with the Public Records Act, to make changes to the law governing financial planning and supervision commissions, and to authorize a property tax abatement for certain property subject to a submerged land lease and held by a municipal corporation.

Be it enacted by the General Assembly of the State of Ohio:

SECTION 1. That sections 117.09, 117.103, 117.38, 118.05, 118.07, 149.43, 505.64, 511.234, 940.11, 940.12, 1545.072, 1711.131, 2913.21, 3313.291, and 3375.392 be amended and sections 9.21, 9.22, 717.31, 3313.311, 3314.52, 3326.52, 3328.32, and 6119.60 of the Revised Code be enacted to read as follows:

Sec. 9.21. (A) Not later than three months after the effective date of this section, the legislative authority of a political subdivision that holds a credit card account on the effective date of this section shall adopt a written policy for the use of credit card accounts. Otherwise, a legislative authority shall adopt a written policy before first holding a credit card account.

The policy shall include provisions addressing all of the following:
1. The officers or positions authorized to use a credit card account;
2. The types of expenses for which a credit card account may be used;
3. The procedure for acquisition, use, and management of a credit card account and presentation instruments related to the account including cards and checks;
4. The procedure for submitting itemized receipts to the fiscal officer or the fiscal officer’s designee;
5. The procedure for credit card issuance, credit card reissuance, credit card cancellation, and the process for reporting lost or stolen credit cards;
6. The political subdivision’s credit card account’s maximum credit limit or limits;
7. The actions or omissions by an officer or employee that qualify as misuse of a credit card account.

(B) The name of the political subdivision shall appear on each presentation instrument related to the account including cards and checks.

(C) If the political subdivision’s fiscal officer does not retain general possession and control
of the credit card account and presentation instruments related to the account including cards and checks, the legislative authority shall appoint a compliance officer to perform the duties enumerated under division (D) of this section. The compliance officer may not use a credit card account and may not authorize an officer or employee to use a credit card account. The fiscal officer is not eligible for appointment as compliance officer.

(D) The compliance officer, if applicable, and the legislative authority at least quarterly shall review the number of cards and accounts issued, the number of active cards and accounts issued, the cards' and accounts' expiration dates, and the cards' and accounts' credit limits.

(E) If the fiscal officer retains general possession and control of the credit card account and presentation instruments related to the account including cards and checks, and the legislative authority authorizes an officer or employee to use a credit card account, the fiscal officer may use a system to sign out credit cards to the authorized users. The officer or employee is liable in person and upon any official bond if the officer or employee has given to the political subdivision to reimburse the treasury the amount for which the officer or employee does not provide itemized receipts in accordance with the policy described in division (A) of this section.

(F) The use of a credit card account for expenses beyond those authorized by the legislative authority constitutes misuse of a credit card account. An officer or employee of the political subdivision or a public servant as defined under section 2921.01 of the Revised Code who knowingly misuses a credit card account held by the legislative authority violates section 2913.21 of the Revised Code.

(G) The fiscal officer or the fiscal officer's designee annually shall file a report with the legislative authority detailing all rewards received based on the use of the political subdivision's credit card account.

(H) As used in this section:

"Credit card account" means any bank-issued credit card account, store-issued credit card account, financial institution-issued credit card account, financial depository-issued credit card account, affinity credit card account, or any other card account allowing the holder to purchase goods or services on credit or to transact with the account, and any debit or gift card account related to the receipt of grant moneys. "Credit card account" does not include a procurement card account, gasoline or telephone credit card account, or any other card account where merchant category codes are in place as a system of control for use of the card account.

"Political subdivision" means any body corporate and politic that is responsible for government activities in a geographic area smaller than that of the state. "Political subdivision" does not include a county.

Sec. 9.22. As used in this section, "political subdivision" means a county, township, municipal corporation, or any other body corporate and politic that is responsible for government activities in a geographic area smaller than that of the state.

No political subdivision may hold or utilize a debit card account, except for law enforcement purposes. Possession or use of a debit card account by a political subdivision except for law enforcement purposes is a violation of section 2913.21 of the Revised Code.

This section does not apply to debit card accounts related to the receipt of grant moneys.

Sec. 117.09. By virtue of his office, the auditor of state shall be the chief inspector and
Thank you for your consideration and continuing support for the Snodball Run.

...questions.

The service department to make sure the signs are the correct size. I can also attend any upcoming council meeting if needed to answer any.

Please let me know if you need any additional information. I have a local source to print the banners. I would just need the template from the.

from all over Northeast Ohio. Your support is greatly appreciated.

Attached please find a rendering of the proposed banner. It mirrors all of our marketing materials. If approved, we would like to have the banners.

department to put the banners up on the poles.

Of course we would need the service.

The reason for my email today is to seek approval for the city to allow the Bay Rocks Association to put up pole banners at the intersections of.

over 20 volunteers and 10 student volunteers.

9:00AM at Bay High School. The Bay Rocks Association helps support all athletic teams and athletes at Bay Middle and Bay High School. We have.

My name is Jim McPhillips. I am the race director for the Bay Rocks Association Snodball Run which takes place on Saturday, February 18th at.

Good afternoon John.

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Jim McPhillips (7440-476-7596)
Bay Village
27325 Bruce Road
Jim McPhillips

Subject: Snodball Run Pole Banner Request

To: John

From: Jim McPhillips<br>jmcp@yahoo.com

Tuesday, January 08, 2019 4:00 PM

attachment: Jim McPhillips