

**North Canton City Council Notice
Special Committee of the Whole Agenda
Monday, September 24, 2018 - following the 7:00 p.m. Council Meeting**

North Canton City Council will meet as a Committee of the Whole **Monday, September 24, 2018 immediately following the 7:00 p.m. Council Meeting** in Council chambers at North Canton City Hall.

Items to be discussed

1. Ordinance, Rules and Claims Committee

Chairperson: Daryl Revoldt
Vice Chairperson: Doug Foltz
Mark Cerreta
Dominic Fonte
Marcia Kiesling
Daniel Peters
Stephanie Werren

(a) An ordinance repealing North Canton Ordinance 509.08 Begging, and declaring the same to be an emergency.

(b) An ordinance to approve and adopt current replacement pages to the Codified Ordinances, and declaring the same to be an emergency.

2. Street and Alley Committee

Chairperson: Dominic Fonte
Vice Chairperson: Daniel Peters
Mark Cerreta
Doug Foltz
Marcia Kiesling
Daryl Revoldt
Stephanie Werren

An ordinance authorizing the Director of Administration of the City of North Canton to advertise and receive bids according to specifications now on file in the Director's office, and authorizing the Mayor of the City of North Canton, upon Board of Control approval, to enter into a contract for the Elmwood Avenue SW (Orchard Hill Drive SW north to Hallum Street SW) Waterline Replacement Project, at a total cost not to exceed \$300,000.00, and declaring the same to be an emergency.

3. Finance and Property Committee

Chairperson: Stephanie Werren
Vice Chairperson: Marcia Kiesling
Mark Cerreta
Doug Foltz
Dominic Fonte
Daniel Peters
Daryl Revoldt

An ordinance amending Ordinance 107-10, the City of North Canton's Credit Card Policy and Procedures, and declaring the same to be an emergency.

4. Adjourn

North Canton City Council
Ordinance, Rules and Claims Committee

Ordinance No. - 2018

An ordinance repealing North Canton Ordinance 509.08 Begging, and declaring the same to be an emergency.

WHEREAS, Ordinance 509.08 Begging, passed in 1969, is outdated, and although not enforced, is arguably contrary to the First Amendment to the United States Constitution.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTH CANTON, COUNTY OF STARK, AND STATE OF OHIO:

- Section 1. That Ordinance 509.08 Begging, passed on August 11, 1969, as Ordinance 2755, is hereby repealed in its entirety.
- Section 2. That if a provision of this ordinance is or becomes illegal, invalid or unenforceable, that it shall not affect the validity or enforceability of any other provision of this ordinance.
- Section 3. That this ordinance is hereby declared to be an emergency measure necessary for the preservation of the health, safety and peace of the City of North Canton and further necessary in order to remove an unenforced, outdated ordinance that may be contrary to the First Amendment to the United States Constitution; wherefore, provided it receives the affirmative vote of six or more members of Council elected thereto, this ordinance shall take effect and be in full force immediately upon its adoption by Council and approval by the Mayor.

Passed in Council this _____ day of _____, 2018

David Held, Mayor

ATTEST:

SIGNED: _____, 2018

Mary Beth Bailey, Clerk of Council

509.08 BEGGING.

(a) No person shall wander about and beg in the streets or from house to house, or sit, stand or take a position in any public place and beg from passers-by either by words, the exhibition of a sign, by gesture or by singing, playing a musical instrument, or exhibiting such articles as shoestrings, lead pencils or cheap merchandise of any description.

(Ord. 2755. Passed 8-11-69.)

(b) Whoever violates this section is guilty of a minor misdemeanor.

North Canton City Council
Ordinance, Rules and Claims Committee

Ordinance No. - 2018

An ordinance to approve and adopt current replacement pages to the Codified Ordinances, and declaring the same to be an emergency.

WHEREAS, certain provisions within the Codified Ordinances should be amended to conform with current State law as required by the Ohio Constitution; and

WHEREAS, various ordinances of a general and permanent nature have been passed which should be included in the Codified Ordinances; and

WHEREAS, the City has heretofore entered into a contract with the Walter H. Drane Company to prepare and publish such revision which is before Council in the form of replacement pages to the Codified Ordinances.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTH CANTON, COUNTY OF STARK, AND STATE OF OHIO:

Section 1. That, in accordance with Ohio R.C. 731.23, the ordinances of the City of North Canton, Ohio, of a general and permanent nature, as revised, recodified, rearranged and consolidated into component codes, titles, chapters and sections within the 2018 Replacement Pages to the Codified Ordinances are hereby approved and adopted.

Section 2. That the following sections and chapters are hereby added, amended or repealed as respectively indicated in order to comply with current State law.

Streets, Utilities and Public Services Code

935.08 Nonresident's Use of Water or Sanitary Sewer Service; Agreement (Amended)

Minimum Housing Code

1701.03 Compliance and Enforcement (Amended)

Section 3. That the complete text of the sections of the Codified Ordinances listed above are set forth in full in the current replacement pages to the Codified Ordinances which are hereby attached to this ordinance as Exhibit A. Any summary publication of this ordinance shall include a complete listing of these sections. Notice of adoption of each new section by reference to its title shall constitute sufficient publication of new matter contained therein.

Section 4: That this ordinance is hereby declared to be an emergency measure necessary for the preservation of the public peace, health, welfare and safety for the reason that there exists an imperative necessity for the earliest publication and distribution of the current replacement pages to the Codified Ordinances to the officials and residents of the Municipality, so as to facilitate administration, daily operation and avoid legal entanglements including conflict with general State law; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and approval by the Mayor.

Passed in Council this _____ day of _____, 2018

David Held, Mayor

Signed: _____, 2018

ATTEST:

Mary Beth Bailey, Clerk of Council

**CHAPTER 935
Water Lines and Hydrants**

<p>935.01 Extension procedures.</p> <p>935.02 Connection charge other than by assessment.</p> <p>935.03 Extending water lines to farthest points.</p> <p>935.04 Minimum coverage depth for water lines.</p> <p>935.05 Special water line connections permitted.</p>	<p>935.06 Repairing frozen water lines.</p> <p>935.07 Use of water from fire hydrants.</p> <p>935.08 Sale of water or sanitary sewer service outside City boundaries.</p> <p>935.09 Use of water outside residential premises.</p> <p>935.10 Backflow prevention device.</p> <p>935.99 Penalty.</p>
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CROSS REFERENCES

Power to provide and regulate water system - see Ohio R.C. 715.08, 717.01, 743.01

Compulsory water connections - see Ohio R.C. 729.06

Water system regulations - see Ohio R.C. 743.02

Management and control of water works - see Ohio R.C. 743.03

Tampering with water hydrants, pipes or meters; unauthorized connections - see Ohio R.C. 4933.22

Water rates - see S.U.&P.S. Chap. 937

Public utilities - see Ohio Const. Art. XVIII, Sec. 4

Sale of surplus outside corporation - see Ohio Const. Art. XVIII, Sec. 6

935.01 EXTENSION PROCEDURES.

(a) Water Line Extensions. The cost of water line extensions shall be paid by the developer or individual requesting the water line, except where it is determined by the City that extensions are essential to provide adequate water circulation or fire protection, or are necessary to provide water service to City property.

(b) Larger Water Mains.

(1) When the City requires water mains larger than eight inches in diameter to be constructed within the Municipality, the difference in the cost of materials and the size of pipe over eight inches shall be paid by the City. The difference in cost shall be determined by the City Engineer, based upon project invoices and current City water works material invoices, as recorded in the office of the Director of Administration.

- (2) When the City requires water mains larger than eight inches in diameter to be constructed outside the corporate limits of the Municipality, the entire cost of the extension shall be paid by the applicant - developer.

(c) Prior Agreements. Agreements which have been entered into between the City and a developer prior to April 8, 1968, wherein the City agreed to share the cost of water line installation are not affected by subsection (a) above.

(d) Extension of Water Lines. Water lines shall be extended the full distance across the development, tract or lot that is to be serviced; i.e., to farthest point of the lot line.

(e) Size of Water Line. The size of a water line shall be determined by the City Engineer, based on requirements for the satisfactory servicing of present and future areas to be serviced.

(f) Water Lines to Become City Property. All water lines after installation, shall become the property of the City and all maintenance thereon shall be the responsibility of the City. All connections thereto must have proper City approval. All property owners shall be required to take out and pay for the necessary permits for making connections to existing water lines.

However, the City shall not issue permits for connections to properties for which no owner has contributed to the cost of constructing the line to which they are connecting until such owners have remunerated those who constructed or had the line constructed in accordance with the following regulations.

- (1) Within a period of ten years from date of construction, such remuneration shall be paid to the person, persons or corporation responsible for the initial construction of the water line.
- (2) Such remuneration shall be based on one-half of the actual cost per foot of the original construction of the water line; that is one-half per each side of the street serviced. Payment shall be based on eight-inch diameter pipes, or smaller.
- (3) Evidence, in writing, must be furnished to the City that satisfactory remuneration has been made before a permit shall be issued.
- (4) In event of a disagreement between the parties regarding the amount of remuneration, the Board of Control shall have the authority to determine the amount of remuneration which must be paid before a permit shall be issued.

- (2) Costs for large taps are based on six hours labor. If there is extra time involved, there is an extra cost of \$95.00 per hour inside the City and \$115.00 per hour outside the City.
- (3) The contractor shall do the road opening and road repair on all taps and is responsible for all digging and backfilling on taps.
- (4) The contractor shall be responsible for the cost of all material and labor and other costs associated with water service from the water main to the meter. The City shall tap the water main.
(Ord. 40-13. Passed 6-23-14.)

935.03 EXTENDING WATER LINES TO FARTHEST POINTS.

The regulations of the Board of Public Affairs are hereby approved requiring property owners requesting the Board or Council to extend water lines to their properties, to extend the line to the farthest point of their lot line from the point of connection.
(Res. 478. Passed 5-11-59.)

935.04 MINIMUM COVERAGE DEPTH FOR WATER LINES.

All new installation of water lines, lateral and main lines, shall be installed at a minimum coverage depth of four feet, for residential, commercial, industrial properties and all other users. The Water Division shall inspect all installations before final approval is granted for every new installation. (Ord. 2264. Passed 8-26-63.)

935.05 SPECIAL WATER LINES CONNECTIONS PERMITTED.

The Director of Administration is authorized to permit individual connections onto the twelve-inch water line running from a point near the pump station on Easton Street in Plain Township to a tract of land owned by Walsh College located in Plain Township, in accordance with existing water line regulations. (Ord. 2491. Passed 7-11-66.)

935.06 REPAIRING FROZEN WATER LINES.

The cost of thawing or repair of any frozen water lines from the curb line to any buildings shall be at the expense of the owner or owners of the buildings.
(Ord. 2264. Passed 8-26-63.)

935.07 USE OF WATER FROM FIRE HYDRANTS.

(a) No person except an authorized agent of the Water Department or the North Canton Fire Department or a person with a special permit issued by the Director of Administration shall disturb or tamper with any fire hydrant or any part thereof or take any water from hydrants under any circumstances. This section applies to all hydrants connected to the North Canton water supply system.

(b) Installation of a meter and backflow device for all bulk water customers using water from a City hydrant, meter fees and refundable equipment damage deposit can be found under the provisions of Section 937.05 Bulk Water Charge.
(Ord. 39-13. Passed 6-24-13.)

935.08 NONRESIDENT'S USE OF WATER OR SANITARY SEWER SERVICE; AGREEMENT.

(a) All applications for water or sewer service for locations outside City boundaries require the Water Board and chair of the Water, Sewer and Rubbish Committee's approval.

(b) The Water Board and chair of the Water, Sewer and Rubbish Committee shall evaluate each application, and while considering foremost the City's best interest, they may:

- (1) Reduce or waive the cost to place water and sanitary sewer lines, associated costs, and tap in fees;
- (2) Determine the applicability of inside or outside water rates;
- (3) Determine the necessity of an agreement between the City and applicant whereby the applicant shall, upon request, promptly sign a recordable annexation petition, creating a covenant running with the land and enforceable against all successors and assigns; and
- (4) Evaluate and approve or deny other applicable and negotiable considerations, that in their sole discretion, are in the City's best interest.

(c) Unless a separate, binding agreement is currently in place, all locations outside City boundaries presently receiving City water or sewer service, shall comply with the provisions of this ordinance. (Ord. 88-2017. Passed 10-23-17.)

935.09 USE OF WATER OUTSIDE RESIDENTIAL PREMISES.

(a) The following policy regulating the use of water outside the premises for all residents on the North Canton Water System, in the event it becomes necessary for the Mayor to declare a mandatory conservation period, is hereby established:

Residents with odd numbered addresses shall be permitted to use water outside the premises on Tuesday, Thursday and Saturday from 6:00 a.m. to 9:00 a.m. and 6:00 p.m. to 11:00 p.m.

Residents with even numbered addresses shall be permitted to use water outside the premises on Wednesday, Friday and Sunday from 6:00 a.m. to 9:00 a.m. and 6:00 p.m. to 11:00 p.m.

No resident on the North Canton Water System shall be permitted to use water outside the premises on Monday.

(b) When the Mayor declares a mandatory conservation period, the following penalties shall be in effect for each separate violation of this Conservation Period. Each day shall constitute a separate offense.

Improper Watering During Mandatory Conservation Period.

First Offense: written warning, sent certified mail (if unclaimed or refused, sent regular mail).

Second Offense: Excess use fee of one hundred dollars (\$100.00), must be paid within three days (or first working day if third day falls on a weekend or holiday).

Third and Subsequent Offenses: Excess use fee of two hundred fifty dollars (\$250.00) for the third offense and doubling for each subsequent offense, must be paid within three days (or first working day if third day falls on a weekend or holiday).

Offenses are per calendar year but shall be considered a separate violation for each day a violation occurs.

(c) There shall be established a committee that shall have the authority to waive the excess use fee in instances where the water use was beyond the control of the home owner. The committee shall be made up of the Director of Administration, Director of Finance and Chief Operator - Water Treatment Plant. (Ord. 44-2000. Passed 5-22-00.)

(t) "Two-family dwelling" means a detached dwelling arranged, intended or designed to be occupied by only two families, one of which has its principal living rooms on the first floor, the other of which has its principal living rooms on the second floor.
(Ord. 50-12. Passed 6-25-12.)

1701.03 COMPLIANCE AND ENFORCEMENT.

(a) Responsibility for Compliance. The owner as defined herein shall be responsible for compliance with all of the provisions of this Housing Code except where the responsibility therefor is specifically placed elsewhere.

(b) Inspection. The Superintendent of Permits and Inspection and other City department heads and their representatives are hereby authorized to make or cause to be made inspections of all structures or premises used for dwelling purposes and all secondary or appurtenant structures to determine whether such structures or premises conform to the provisions of this Housing Code.

(c) Right of Entry. Upon presentation of proper credentials the Superintendent of Permits and Inspection and other City department heads and their representatives may, with the consent of the occupant, operator or owner, enter at reasonable times, or at such other times as may be necessary without such consent in an emergency, any dwelling, building, structure or premises in the City to perform any duty imposed on him by this Housing Code. When consent of the occupant, operator or owner is not given to enter and an emergency situation does not exist, the Superintendent of Permits and Inspection and other City department heads and their representatives may, when probable cause for an inspection of any dwelling, building, structure or premises exists, seek a search warrant from an impartial magistrate to effectuate entrance and inspection. (Ord. 50-12. Passed 6-25-12.)

(d) (1) Notice of Violation.

A. Whenever the Superintendent of Permits and Inspection or other City department heads or their representatives find any dwelling, structure or premises, or any part thereof, to be in violation of the provisions of this Housing Code, the Superintendent of Permits and Inspection shall cause written notice thereof to be served upon the operator and owner of record of such property, and to the holder of legal or equitable liens of record upon the real property on which such dwelling, structure, structure, or premises, or any part thereof is located. Such notice shall state the violation therein and require the operator or owner, within a stated reasonable time, which shall not be less than thirty days, to remedy the violation, together with notice of the City's intent to prosecute noncompliance therewith.

B. If the violation involves the owner or operator's failure to provide necessities, such as heat, running water, etc., specifically those described in Ohio Revised Code subsection 5321.04, landlord obligations, subsection (6), as may be amended from time to time, the notice described herein shall require the owner or operator to remedy the violation within a reasonable time considering the severity of the violation and the time necessary to remedy it.
(Ord. 93-2017. Passed 11-13-17.)

(2) If the person to whom a notice of violation is addressed cannot be found within Stark County after reasonable and diligent search, then notice may be sent by registered mail to the last known address of such person, and a copy of such notice shall be posted in a conspicuous place on the structure or premises to which it relates. Such mailing and posting shall be deemed legal service of notice.

(e) Cases of Emergency. Whenever, in the opinion of the Superintendent of Permits and Inspection and the Director of Administration, the condition of a structure or premises or part thereof, constitutes an immediate hazard to human life or health, he shall declare a case of emergency and request the Law Director to cause immediate vacation of the structure or premises or part thereof.

(f) Placards. Whenever the Superintendent of Permits and Inspection orders a structure or premises or part thereof to be vacated, he shall cause to be posted at each entrance to such structure or premises or part thereof, a placard ordering such vacation. No person shall deface or remove such placard without written permission of the Superintendent of Permits and Inspection. No person shall enter or use any structure or premises so placarded except as authorized by the Superintendent of Permits and Inspection.

(g) Zoning and Building Standards Board of Appeals. The City Zoning and Building Standards Board of Appeals, as established by Charter, Section 3.07(3), shall be the Board of Appeals for this Housing Code.

North Canton City Council
Street and Alley Committee

Ordinance No. - 2018

An ordinance authorizing the Director of Administration of the City of North Canton to advertise and receive bids according to specifications now on file in the Director's office, and authorizing the Mayor of the City of North Canton, upon Board of Control approval, to enter into a contract for the Elmwood Avenue SW (Orchard Hill Drive SW north to Hallum Street SW) Waterline Replacement Project, at a total cost not to exceed \$300,000.00, and declaring the same to be an emergency.

WHEREAS, Elmwood Avenue SW (Orchard Hill Drive SW north to Hallum Street SW) requires a waterline replacement; and

WHEREAS, the City desires to enter into a contract for waterline replacement at Elmwood Avenue SW (Orchard Hill Drive SW north to Hallum Street SW).

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTH CANTON, COUNTY OF STARK, AND STATE OF OHIO:

Section 1. That the Director of Administration of the City of North Canton, be, and is hereby authorized to advertise and receive bids according to specifications now on file in the Director's office, for the Elmwood Avenue SW (Orchard Hill Drive SW north to Hallum Street SW) Waterline Replacement Project.

Section 2. That the Mayor of the City of North Canton, upon Board of Control approval, be, and is hereby authorized to enter into a contract for the Elmwood Avenue SW (Orchard Hill Drive SW north to Hallum Street SW) Waterline Replacement Project, at a total cost not to exceed \$300,000.00.

Section 3. That the Director of Finance of the City of North Canton, be, and is hereby authorized to draw funds necessary for the payment of the above specified contract from the following appropriation:

651 WATER EXP, REP & IMP FUND	
651.767.5502 Facilities – Inside Water Lines	\$300,000.00

upon receipt of vouchers duly approved by the proper departmental authority.

Section 4. That if a provision of this ordinance is or becomes illegal, invalid, or unenforceable, that shall not affect the validity or enforceability of any other provision of this ordinance.

Section 5. That this ordinance is hereby declared to be an emergency measure necessary for the preservation of the health, safety and peace of the City of North Canton and further necessary to advertise, receive, and evaluate bids, determine the lowest and best bidder, and complete the Elmwood Avenue SW (Orchard Hill Drive SW north to Hallum Street SW) Waterline Replacement Project during a brief, weather-permitting window, with the construction completed by late fall 2018; wherefore, provided it receives the affirmative vote of six or more members of Council elected thereto, this ordinance shall take effect and be in full force immediately upon its adoption by Council and approval by the Mayor.

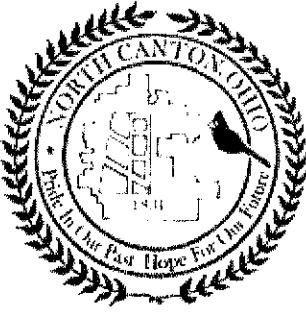
Passed in Council this _____ day of _____ 2018

David Held, Mayor

Signed: _____, 2018

ATTEST:

Mary Beth Bailey, Clerk of Council



City of NORTH CANTON, OHIO


145 NORTH MAIN STREET
NORTH CANTON OHIO 44720-2587

LEGISLATION REQUEST


September 17, 2018

To: **Daniel J. Peters, President**
City Council

Subject: Elmwood Avenue SW Waterline Replacement Project

Requested By: 
City Engineer

Date: 9/17/2018

Approved By: 
Director of Administration

Date: 9-17-18

Requesting an ordinance authorizing the Director of Administration to advertise and receive bids and authorizing the Mayor, through the Board of Control, to enter into a contract for the Elmwood Avenue SW Waterline Replacement Project – project limits are Orchard Hill Drive SW north 1,375 feet to Hallum Street SW. This project is included in the approved 2018 Budget.

Funds have been allocated as follows:

651.767.5502 \$ 300,000

EMERGENCY REQUESTED: Yes X No

Emergency legislation is being requested in order to commence with construction in late fall 2018.

RECEIVED

SEP 18 2018

COUNCIL OFFICE
NORTH CANTON, OHIO

North Canton City Council
Finance and Property Committee

Ordinance No. - 2018

An ordinance amending Ordinance 107-10, the City of North Canton's Credit Card Policy and Procedures, and declaring the same to be an emergency.

WHEREAS, pursuant to House Bill 312, on or before November 2, 2018, a legislative authority of a municipal corporation that holds a credit card account shall adopt a written policy for use of the use of credit card accounts, which shall include and address certain provisions; and

WHEREAS, the City wishes to improve and update its current credit policies and procedures to help prevent credit card misuse; and

WHEREAS, to safeguard and protect City credit cards from misuse, the City wishes to amend immediately its Credit Card Policy and Procedures to include recommendations from the Ohio Auditor of State's office and the Ohio General Assembly's mandate, effective November 2, 2018, and codified in Section 717.13(A) of the Ohio Revised Code.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTH CANTON;
COUNTY OF STARK; STATE OF OHIO:

- Section 1. That the City wishes to update and improve its current Credit Card Policy and Procedures to help prevent credit card misuse.
- Section 2. That the City of North Canton's Credit Card Policy and Procedures, be, and the same is hereby amended and incorporated herein as if fully rewritten to read as the document attached hereto as Exhibit "A."
- Section 3. That if a provision of this ordinance is or becomes illegal, invalid or unenforceable, that shall not affect the validity or enforceability of any other provision of this ordinance.
- Section 4. That this ordinance is hereby declared to be an emergency measure necessary for the preservation of the health, safety and peace of the City of North Canton and further necessary to timely implement Ohio Revised Code Section 717.31(A), effective November 2, 2018, and to immediately establish recommended safeguards to protect City credit cards from misuse; wherefore, provided it receives the affirmative vote of six (6) or more members of Council elected thereto, this ordinance shall take effect and be in full force immediately upon its adoption by Council and approval by the Mayor. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

Passed in Council this _____ day of _____ 2018

David Held, Mayor

Signed: _____, 2018

ATTEST:

Mary Beth Bailey, Clerk of Council



CITY OF NORTH CANTON CREDIT CARD POLICY AND PROCEDURES

1. Purpose:

Pursuant to Ohio Revised Code Section 717.13(A), and the City of North Canton's recognition of the value of an efficient method of payment and record keeping for certain expenses, the City adopts the following policy regarding the use of a credit card account.

2. Officers or positions authorized to use a credit card account:

A. The Director of Finance shall maintain control of City credit card accounts and presentation instruments related to the cards and checks.

B. The Directors of Administration and Finance are authorized card users with maximum limits of \$5,000 each.

C. The Police and Fire/EMS Chiefs, the Engineer, the Superintendents of the Water Treatment Plant, Water Distribution/Parks, Street/Sewer, and Permits/Inspections are authorized card users with maximum limits of \$3,000 each.

3. Types of Expenses for which a Credit Card may be used:

City credit cards are to be used for legitimate City purposes. Examples of legitimate City purchases are as follows:

A. Travel:

Credit cards may be used by the above assigned individuals for official business-related expenditures for hotel, parking, ferry, taxi, meals, gas, airline tickets, emergency City vehicle repairs, and other travel-related expenses as authorized and preapproved by the Director of Administration, Director of Finance or Appointing Authority. Travel expenditures shall not exceed those outlined in the City's existing Travel Policy authorized by Ordinance No. 40-03.

B. Purchases:

Credit cards may be used for ordering supplies, including online purchases, when pre-approved by the Director of Administration, Director of Finance, or Appointing Authority.

C. Credit cards shall not be used, however, for cash advances or personal purposes or expenses, and shall only be used to transact City business.

D. The cardholders identified in paragraph 2 above are liable in person and upon an official bond the employee has given to the City to reimburse the City treasury the amount for which the employee does not provide itemized receipts in accordance with the policy and procedure described in paragraph 5 below.

4. Procedure for acquisition, use, and management of a credit card account and presentation instruments related to the account including cards and checks:

A. "City of North Canton" shall appear on each presentation instrument related to a credit card account including cards and checks.

B. At least quarterly, the Director of Finance shall advise City Council regarding:

- i. The number of credit cards and accounts issued;
- ii. The number of active cards and accounts issue;
- iii. The cards' and accounts' expiration dates; and
- iv. The cards' and accounts' credit limits.

5. Procedure for submitting itemized receipts to the Director of Finance:

Credit card users shall obtain itemized receipts for each transaction and provide the same to the Director of Finance on a daily basis or as soon as reasonably possible. The purpose of the transaction shall be clearly indicated on the receipt.

6. Procedure credit card issuance, credit card reissuance, credit card cancellation, and the process for lost or stolen credit cards:

The Director of Finance is responsible for administration of City credit cards to include, but not limited to, selection of card provider, payment of credit card bills, managing issuance of cards, and ensuring proper use.

Whenever a City credit card holder suspects the loss, theft, or possibility of unauthorized use of the card, the employee shall notify the Director of Finance and employee's Appointing Authority in writing. The Director of Finance, in turn, shall immediately notify cardholder services to place a hold on the relevant account.

7. Actions or omissions by an officer or employee that qualify as misuse of a credit card account:

A. Card holders shall sign acknowledgment of this Credit Card Policy before receiving a City credit card. See Attachment "A."

B. Card holders shall return City credit cards to the Director of Administration, Director of Finance, or Appointing Authority upon ending City employment. Cards returned to the Director of Administration or an Appointing Authority shall be returned to the Director of Finance.

C. The use of a City credit card account for expenses beyond those authorized by this Policy, or any failure to comply with these Credit Card Policies and Procedures, constitutes misuse of a credit card account. An employee who knowingly misuses a credit card account is subject to discipline, which could include demotion, termination, in addition to criminal charges. Use of a City credit card for any use other than those permitted under this Policy section is a violation of section 2913.21 of the Ohio Revised Code.¹

ATTACHMENT "A"
CREDIT CARD HOLDER USER AGREEMENT

I, _____, as an employee of the City of North Canton, accept personal responsibility for the safeguard and proper use of the City credit card, which has been provided to me for use in performance of my City duties.

I have read and understand the City's Credit Card Policies and Procedures, October 2018.

I understand the Director of Administration, Director of Finance or my Appointing Authority shall, at a minimum, discontinue my use of a City credit card for violation or misuse of the credit card and/or Credit Card Policies and Procedures.

I understand I am personally liable for the misuse of the City credit card/checks provided to me; that I shall be held personally responsible for the misuse of the card/checks for inappropriate charges, for failing to timely provide the Director of Finance with itemized receipts, for failing to timely notify the Director of Finance that the card/check is lost or compromised, and as more fully defined in the City's Credit Card Policies and Procedures.

I understand my misuse of the credit card/checks may lead to discipline, which could include termination/demotion, together with criminal penalties, and hereby authorize that inappropriate charges may be withheld from my salary.

The undersigned employee hereby acknowledges receipt of the above City's Credit Card Policies and Procedures, that the employee has read and understands the document, and that the employee agrees with the conditions therein.

Employee's Printed Name

Employee's Signature

Date

¹ As used herein, a "credit card" or "credit card account/check" means any bank-issued credit card account, store-issue 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 and 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.