

**CITY COUNCIL MINUTES**  
**May 6, 2019**

The meeting was called to order by Mayor Rausch at 7:00 p.m.

The pledge of allegiance was led by Mayor Rausch.

The invocation was given by Mayor Rausch.

**MEMBERS PRESENT:** Nevin Taylor, Deb Groat, Scott Brock, J. R. Rausch, Mark Reams, and Henk Berbee. Alan Seymour excused.

**OTHERS PRESENT:** *City Manager Terry Emery, Finance Director Justin Nahvi, Law Director Tim Aslaner, Deputy Police Chief Bo Spain, City Engineer Jeremy Hoyt, Zoning Administrator Ron Todd, Human Resources Director Brian Dostanko, Human Resources Clerk Chandra Carnes, Clerk of Council Rebecca Dible, Journal Tribune Mac Cordell, City of Delaware Assistant City Manager Jackie Walker.*

**AGENDA ITEMS:**

1) **Municode Update and Planning & Zoning Code Timeline Update presented by Ron Todd**

Mr. Todd informed Council that the transition from Walter-Drane to Municode for the City's Code as both publisher and host was complete. City Code was now available online in an easier, word-searchable document. Per Mr. Brock's inquiry, Mr. Todd explained that as code changes occur, the City would notify Municode who would then apply the changes to both the online and hard copy versions.

Mr. Todd then updated Council, stating that due to the recent events affecting staffing in the Engineering Department, he expected zoning code change legislation to be presented to Council mid-June 2019.

2) **Discussion with Jackie Walker, Delaware's Assistant City Manager, regarding the City of Delaware's partnership with the YMCA**

Per request, Ms. Walker went into detailed explanation regarding the City of Delaware's partnership with the YMCA. Council asked Ms. Walker many questions which led to many topics including the purpose of the partnership, length of negotiations, City programming, discounts and savings, levies, auditing, oversight, contracts, recommendations, etc. Ms. Walker highly recommended the City/YMCA partnership model to Cities, hinging on both partners' mutual respect.

3) **Discussion on modification to the City Policy Manual – Policy 626 Credit Card Policy**

Mr. Nahvi explained that the State Legislature had enacted Section 9.21 of the Ohio Revised Code (ORC) which required political subdivisions to adopt and follow written policies for the use of credit cards. He discussed the drafted Policy 626 (Attachment A), explaining to enact the policy would cause the City to be in compliance with the ORC. Council asked Mr. Nahvi questions in relation to City credit cards.

4) **Discussion to amend City Policy 515 – Sick Leave, to add a “Deceased employee sick leave buy-out” provision**

Mr. Dostanko explained that per request, he had drafted an additional employee sick leave benefit entitled: “Deceased Employee Sick Leave Buyout.” Human Resources and Finance had worked together to determine the City’s financial impact in relation to the incorporation of this benefit, which was deemed minimal. Council agreed upon the overall positivity of the benefit discussed. (See Attachment B)

5) **Discussion on supplemental appropriations for the Parkland Development Fund**

Mr. Nahvi and Mr. Emery explained how this project was jointly funded by the City, County and Paris Township and because the City was fronting the entire cost to be reimbursed by the Joint Recreational Facility entities, an additional \$103,571 was needed at that time. Mr. Emery stated he would have the *Parks & Grounds Superintendent* Eric Hinkle give a project update at the May 13, 2019 Council Meeting.

**City Manager & Council Comments and General Discussion:**

Mr. Reams encouraged all to visit Mclvor Woods, as it would be a perfect time to see the trilliums blooming.

**ADJOURN:** There being no further business to take before Council, the meeting adjourned at 7:11 p.m.

	<b>The City of Marysville - Policy 626</b>	
	<b>Section:</b> <i>Resource Management</i>	<b>Policy Title:</b> <i>Credit Card Policy</i>

**1. Policy:** This policy helps facilitate City purchases and establishes guidelines for the distribution and use of credit cards issued by the City. This policy provides internal controls to ensure that employees comply with all applicable laws and policies. This policy is applicable to all City employees that utilize a credit card in the course of employment.

**NOTE:** The use of City credit cards is not intended to by-pass the purchase order policies or expectations, but are intended to streamline the acquisition and accounts payable procedures for the City.

**2. Procedures:**

**a. Compliance:** The City’s primary compliance officer for the administration of credit cards is the Assistant Finance Director. The Finance Director and/or the Assistant Finance Director will designate secondary compliance officers for credit cards securely stored at each City facility. The Assistant Finance Director will perform a quarterly review with City Council that will include the number of cards and accounts issued, the number of active cards and accounts issued, the cards' and accounts' expiration dates, the cards' and accounts' credit limits and a listing of the compliance officers. The compliance officer will submit this information in an annual report distributed to the City Manager and the Finance Director.

**b. Purchases:** Funds must first be encumbered through the standard purchase order process (see Policy 525 – *Purchasing Process*) for all credit card purchases before executing the transaction. The City of Marysville is a tax-exempt organization; therefore, it is the responsibility of the employee to ensure that sales tax is not charged. A tax-exempt certification is available from the Finance Department. Each card will have transaction type limits to exclude purchases that do not possess the classification of a proper public purchase. The Finance Department will review all transactions to ensure each purchase constitutes proper use of the credit card and city funds. The following uses are strictly prohibited:

- Alcoholic beverages
- Cash advances
- Items or services on term contracts, unless preapproved by the Finance Director
- Purchases not related to the business of the City.

**c. Receipts:** Employees utilizing City credit cards must submit paper copies for all credit card receipts to the Finance Director and/or Assistant Finance Director within one business day from the date of the transaction. Employees utilizing a credit card on official travel status may submit receipts within one business day after returning to work. Failure to submit receipts promptly may result in suspension and/or loss of City cardholder privileges. All credit card statements will be mailed to the main City address (209 South Main) and paid directly by the City prior to the due date once the receipts have been fully reconciled.

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(1) *Examples of proper documentation are:*

- Original itemized paid receipt indicating the amount paid, the vendor, and the itemized description of the purchase.
- A hardcopy print-out of the items ordered on-line.

(2) *Examples of documentation not allowed are:*

- Non-itemized cash register receipts.
- Handwritten requests for reimbursement without receipts or other verification.

**d. Managing Card Rewards:** The primary compliance officer will prepare a report annually with the value of rewards received through the usage of the credit cards and submit the report to City Council, the City Manager and the Finance Director. Reward values are annually liquidated and the cash value of the revenue is proportionally allocated back to corresponding funds, based on the total credit card spending for the year.

**3. Issuing Credit Cards:** City credit cards are established in the name of the City of Marysville and specifically in the name of the department/division manager, or their designee, or to a City department/division (example: Engineering Division – City of Marysville).

**a. Limits:** Each card will have an established maximum transaction limit. This limit is set by the Finance Director or Assistant Finance Director in the amount of \$3,000 per month. **Note:** The Finance Director or Assistant Finance Director may increase a specific credit card limit based on department/division requests relating to one-time increased transaction volumes. In subsequent months, these card limits will be reduced back to the general \$3,000 threshold. Pyramiding is prohibited (the act of dividing one purchase into two more to stay within transaction limits).

**b. Requesting New Cards:** The Finance Director has the authority to issue a new card. The City employee or department/division may request a new credit card in writing to the Finance Director.

**c. Termination:** Upon termination of employment with the City, an employee's credit card and on-account privileges are immediately terminated and the credit card must be surrendered to Human Resources on, or before, the exit interview. Human Resources will ensure the Finance Department is made aware of the termination of the employee

**4. Safeguarding & Use:** All City credit cards must be held within a safe at each corresponding City facility associated with the employee's work location. The secondary card compliance officer will be appointed to maintain a register for each card whereby the cardholder will sign and date the register when the card is signed out for use and signed back in with the corresponding credit card compliance officer. All cards must be returned by the end of the day, unless the cardholder is using the card on official City travel status. *(continued on next page)*

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When in use, the City credit card must be safeguarded to prevent loss, theft of public funds and unauthorized use. If lost or stolen, the Finance Director/Assistant Finance Director must be notified within 24 hours to allow for the corresponding card to be cancelled and reissued. City credit cards must be used for City business purposes and personal use of City credit cards is strictly prohibited.

Misuse of a City credit card may result in loss of cardholder privileges, a requirement to reimburse the City for the amount of an unauthorized purchase or transaction that does not accompany an itemized receipt as well as disciplinary action up to and including suspension or termination of employment.

Attachment B

	<b>The City of Marysville - Policy 515</b>	
	<b>Section:</b> <i>Benefits</i>	<b>Policy Title:</b> <i>Sick Leave</i>

**a. Limits on Sick Leave Hours and Retirement Buy-out:** Employees with a service-related retirement under a State of Ohio regulated retirement system can receive payment/buy-out for accrued sick leave at a rate of one hour payment for each four hours sick leave accrued, not to exceed 480 total hours of payment. The City will only provide one sick leave retirement buy-out per employee. Any employee that has already bought out sick leave under retire-to-hire back to our City, is not eligible for a second buy-out. Employees that have previously retired from another public entity under a service-related State retirement system are also not eligible for a second buy-out when retiring with the City of Marysville under the same retirement system.

**b. Sick Leave Buy-Out Incentive:** Employees (fulltime and PPT) may annually sell up to 40 hours of sick leave (at current hourly rate) provided they retain a minimum of 240 total hours after the sale (48 sellable hours for a Battalion Chief, with minimum of 602 total hours after the sale). Total hours sold for any year is calculated by subtracting hours used that year from 40 (example: used 8, can sell 32). For the purposes of processing the buy-out prior to that year's holiday season, the program's year is defined as starting the day after the second pay period in November and going to the date of the following year's second pay period in November. Payment is made the last pay period in November. The employee must fill out HR Form - 30 (Sick Leave Buyout Request), or the same form in Google docs, and send to the Finance Director by October 1<sup>st</sup> (if on a weekend/holiday, the nearest workday) for the payment to take effect.

**b.c. Deceased Employee Sick Leave Buy-out:** The City will buy-out up to 480 sick leave hours for a current City employee who passes away. The City Manager may waive the one hour for every four hours earned computation used for retirements and allow for a one-to-one buy-out. This, again, may not exceed a total of 480 hours. This buy-out will be added to the deceased employee's final buy-out sheet and be made available to the next of kin.

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