

ORDINANCE NO. 2019-3

AN ORDINANCE REPEALING AND REPLACING ORDINANCE 2016-28 OF THE  
CODIFIED ORDINANCES OF THE VILLAGE OF BELMONT, BELMONT COUNTY  
OHIO

WHEREAS, Ohio House Bill 312 Amended the regulation and use of credit and debit cards by political subdivisions;

WHEREAS, Council understands that the current credit use policy adopted by Council in Ordinance 2016-28 is not in compliance with the new requirements of House Bill 312;

NOW THEREFORE, BE IT ORDAINED, by the Council of the Village of Belmont:

SECTION 1. The Village of Belmont, hereby amends its credit use policy to comply with House Bill 312.

SECTION 2. (A) Council hereby creates the position of Credit Use Policy Compliance Officer; said Compliance Officer shall be appointed by the Mayor and approved by Council; said Compliance Officer shall not be an authorized user of the Village credit account, nor may the Compliance Officer authorize the use of the Credit Card Account; and the Compliance Officer shall not be the Fiscal Officer.

(B) The Compliance Officer shall make a quarterly review of the Village's Credit Card Account; said review shall include the number of credit cards, the number of active credit cards, the credit cards' expiration dates, and the credit limit for each card.

SECTION 3. (A) Council authorizes the President of the Board of Public Affairs, the Village Service Director, and the Village Fiscal Officer to be authorized signors and users of the Village Credit Card Account.

(B) The Village Credit Card Account shall only be used, in accordance with this ordinance, for emergency purposes up to FIVE HUNDRED DOLLARS (\$500.00), without the express consent of Council or the Village Fiscal Officer.

(C) All purchases to be made with said Village Credit Account in sums in excess of FIVE HUNDRED DOLLARS (\$500.00), shall have the express consent of Council or the Village Fiscal Officer.

(D) Each authorized signor and user established in item A. of Section 3. shall each hold and be responsible for a Village credit card.

(E) Each purchase made with a Village credit card shall be submitted to the Fiscal Officer by an itemized receipt of said purchase, as soon as practical after said purchase.

(F) Any authorized signor and user that no longer wishes to be an authorized user and signor shall surrender the Village credit card in his/her possession to the Fiscal Officer immediately, subject to review of the Compliance Officer under Item (B) of Section 2.

(G) Any authorized signor and user who is no longer an employee or officer of the Village shall surrender the Village credit card in his/her possession to the Fiscal Officer immediately, subject to review of the Compliance Officer under Item (B) of Section 2.

(H) Any employee or officer that is required to be an authorized signor and user shall file an application for acquisition of a Village credit card with Council for review and approval/denial at the next regular meeting of Council.

SECTION 4. Each Village credit card shall have a maximum limit of FOUR THOUSAND SEVEN HUNDRED DOLLARS (\$4,700.00), subject to the limitations in Items (B) and (C) of Section 3.

SECTION 5. The Fiscal Officer shall file an annual report with Council detailing all rewards received based on use of the Village's Credit Account.

SECTION 6. Any intentional acts or omissions, by an authorized signor and user, in violation of any provision of this ordinance shall be a misuse of the Village Credit Use Policy under O.R.C. 2913.21, which is a misdemeanor of the first degree.

SECTION 7. This ordinance shall take effect at the earliest time allowed by law.

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**STANLEY A. SOBEL**, Mayor

#### CLERK'S CERTIFICATE

The undersigned Clerk of Council hereby certifies that the foregoing Ordinance was adopted by Belmont Village Council at a regular meeting on the 3rd day of January, 2019.

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**RICKY BURKHEAD**,  
Fiscal Officer and Clerk of Council