

**VILLAGE OF EVENDALE  
ADOPTED ORDINANCES AND RESOLUTIONS**

The following ordinances and resolutions were adopted by the Council of the Village of Evendale at its Regular Council Meeting on August 11<sup>th</sup>, 2015.

ORD #15-41  
ORDINANCE APPOINTING ROBERT J. DURNWALD AS FIRE FIGHTER/PARAMEDIC FOR THE VILLAGE OF EVENDALE AND DECLARING AN EMERGENCY.

ORD. #15-37  
AN ORDINANCE APPROVING AN ADDITIONAL APPROPRIATION IN THE LAW ENFORCEMENT TRUST FUND TO PAY THE HAMILTON COUNTY PROSECUTOR'S OFFICE THEIR SHARE OF DRUG MONEY FORFEITURE AND DECLARING AN EMERGENCY.

ORD #15-42  
ORDINANCE AUTHORIZING MAYOR TO ENTER INTO CONTRACT FOR STREET LIGHT IMPROVEMENT IN THE RESIDENTIAL DISTRICT AND DECLARING AN EMERGENCY.

ORD 15-43  
ORDINANCE APPROVING WATER MANAGEMENT AND SEDIMENTATION CONTROL PLANS FOR GOLD MEDAL PRODUCTS AND AUTHORIZING BUILDING COMMISSIONER TO ISSUE PERMIT AND DECLARING AN EMERGENCY.

ORD #15-44  
ORDINANCE AUTHORIZING MAYOR TO ENTER INTO CONTRACT FOR EMERGENCY REPAIRS TO GLENDALE MILFORD ROAD AND DECLARING AN EMERGENCY.

ORD #15 - 45  
AN ORDINANCE AUTHORIZING THE PAYMENT OF AMOUNTS DUE UPON CERTAIN CONTRACTS REQUIRING CERTIFICATION OF AVAILABILTY OF FUNDS AND DECLARING AN EMERGENCY.

ORD #15-46  
AN ORDINANCE APPROVING AN APPROPRIATION FROM THE EVENDALE COMMONS FUND TO COVER THE VILLAGE OF EVENDALE'S SHARE OF THE MILL CREEK GRANT PROJECT WITH OPWC.

ORD. #15-47  
AN ORDINANCE ADOPTING AN INTERNET AND EMAIL POLICY AND A TRAVEL POLICY.

RES #15-04

A RESOLUTION ADOPTING THE VILLAGE OF EVENDALE MICROSOFT  
SURFACE POLICY.

**VILLAGE OF EVENDALE, OHIO  
ORDINANCE #15-41**

**ORDINANCE APPOINTING ROBERT J. DURNWALD AS FIRE  
FIGHTER/PARAMEDIC FOR THE VILLAGE OF EVENDALE  
AND DECLARING AN EMERGENCY.**

**WHEREAS,** The Mayor of the Village of Evendale, after complying with Ordinance 258.025 to 258.029, of the Codified Ordinances of the Village of Evendale, has recommended the appointment of Robert J. Durnwald fire fighter/paramedic for the Village of Evendale; and

**WHEREAS,** The Council of the Village of Evendale concurs in the appointments described above; now, therefore,

BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF EVENDALE, STATE OF OHIO, six members concurring, that:

**SECTION 1:** Robert J. Durnwald, is hereby employed as Fire Fighter/Paramedic. The seniority date shall be August 14<sup>th</sup>, 2015. The starting salary for Robert J. Durnwald is a fire fighter/paramedic shall be, Step 1, \$19.82 per hour, \$54,623.92 based on 2,756 hours per year. Robert J. Durnwald , Unit # 2, shall report for work beginning August 14<sup>th</sup> 2015, at 07:00 hours. The appointment is contingent upon the individual passing a pre-employment medical examination in accordance with Section 258.032 of the Codified Ordinances of the Village of Evendale. The first year of employment shall be a probationary period. After completion of the first year probationary period, if the performance rating is satisfactory, the fire fighter shall be made a regular fire fighter/paramedic. Thereafter, continued employment is conditioned upon employee maintenance, required certifications for fire fighters and paramedics, compliance with minimum required physical standards contained in the Standard Operating Guidelines (SOG) Manual of the Evendale Fire Department and conformance to the Evendale Municipal Code.

**SECTION 2:** The following additional appropriation is hereby approved to fund additional expenses related to hiring new fire fighters/paramedics:

Fire Department:

210-219	Personnel Expenses	\$4,370.00
230-239	Contractual Services	\$1,130.00

**SECTION 3:** This ordinance is declared to be an emergency measure by a concurrence of six members of Council, it being necessary to preserve the public peace, order, safety, health or welfare of the Village of Evendale, or to provide for the daily operation of a department or office of the Village of Evendale. It is necessary that this measure be put into immediate effect because the public welfare requires that the Fire Department be kept at proper strength. It shall therefore take effect and be in force immediately from and upon passage.

Adopted August 11<sup>th</sup>, 2015

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
Village Clerk

Approved as to Form:

\_\_\_\_\_  
Village Solicitor

1<sup>st</sup> Reading: August 11<sup>th</sup>, 2015  
Rules Suspended: August 11<sup>th</sup>, 2015  
2<sup>nd</sup> and 3<sup>rd</sup> Reading: August 11<sup>th</sup>, 2015  
Emergency Section Agreed to: August 11<sup>th</sup>, 2015  
Notice of Publication: Tri-County Press, August 19<sup>th</sup>, 2015



**VILLAGE OF EVENDALE, OHIO  
ORDINANCE #15-37**

**AN ORDINANCE APPROVING AN ADDITIONAL APPROPRIATION IN  
THE LAW ENFORCEMENT TRUST FUND TO PAY THE HAMILTON  
COUNTY PROSECUTOR'S OFFICE THEIR SHARE OF DRUG MONEY  
FORFEITURE AND DECLARING AN EMERGENCY.**

**WHEREAS,** Pursuant to legislation properly adopted by the Council of the Village of Evendale, certain expenditures will take place that need to be appropriately reflected as appropriations; and

**WHEREAS,** The Village of Evendale has been awarded \$2,685.00 in forfeited U.S. Currency pursuant to Revenue Code 2981.05: and

**WHEREAS,** Under this order the Hamilton County Prosecutor's office is awarded 20% or \$537.00 of the forfeiture while the remaining funds stay deposited in the Law Enforcement Trust Fund ; and

**NOW THEREFORE;**

**BE IT ORDAINED** by the Council of the Village of Evendale, State of Ohio, five members concurring that:

**SECTION I** The following sums are appropriated from the unappropriated Law Enforcement Trust Fund (208) to the following objects:

230-239 Contract Services	\$537.00
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**SECTION II** This ordinance is declared to be an emergency by a concurrence of five members of Council, being necessary to preserve the public peace, order, safety, health or welfare of the Village of Evendale or to provide for the daily operations of a department or office of the Village of Evendale. It is necessary that this measure be put into effect immediately because the public welfare and daily operations of the Village require that line items within departmental budgets not exceed the appropriation amounts approved by Council and it is in the public interest to comply with the judge's order that twenty percent or \$537.00 of the funds received be sent to the Hamilton County Prosecutor's Office. This ordinance shall be effective upon passage.

Adopted August 11<sup>th</sup>, 2015

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
Village Clerk

Approved as to Form:

\_\_\_\_\_  
Village Solicitor

1<sup>st</sup> Reading: July 9<sup>th</sup>, 2015

Rules Suspended: August 11<sup>th</sup>, 2015

2<sup>nd</sup> and 3<sup>rd</sup> Reading: August 11<sup>th</sup>, 2015

Emergency Section Agreed to: August 11<sup>th</sup>, 2015

Notice of Publication: Tri-County Press, August 19<sup>th</sup>, 2015

**VILLAGE OF EVENDALE, OHIO  
ORDINANCE #15-42**

**ORDINANCE AUTHORIZING MAYOR TO ENTER  
INTO CONTRACT FOR STREET LIGHT  
IMPROVEMENT IN THE RESIDENTIAL DISTRICT  
AND DECLARING AN EMERGENCY**

**WHEREAS**, The Village of Evendale has determined that it is appropriate to install new LED lighting fixtures designed to enhance the public safety and the appearance of the Village of Evendale and its neighborhoods;

**BE IT THEREFORE ORDAINED BY THE COUNCIL OF THE VILLAGE OF EVENDALE, STATE OF OHIO, six members concurring, that:**

**SECTION 1:** The Mayor is authorized to negotiate and enter into a contract with Duke Energy for the purchase and installation of new LED street lamps throughout the residential district of the Village of Evendale.

**SECTION 2:** The contract shall not exceed \$70,000.00. The actual lights shall be Light Emitting Diodes. The new fixture shall be Roadway LED currently offered by Duke Energy. The Mayor shall determine the order of streets for which the new lights will be installed.

**SECTION 3:** The following sums are appropriated from the unappropriated Municipal Motor Vehicle Fund:

255.201.525200      Roadway Lighting      \$70,000.00

**SECTION 3:** This ordinance is declared to be an emergency measure by a concurrence of six members of Council, it being found to be necessary to preserve the public peace, order, safety, health or welfare of the Village of Evendale, or to provide for the daily operation of a department or office of the Village of Evendale. It is necessary that this measure be put into immediate effect because the public welfare requires the work be executed as soon as possible in order to enhance the public safety and the appearance of the Village of Evendale and perform the work as weather permits prior to the winter. This ordinance shall be effective upon passage.

Adopted August 11<sup>th</sup>, 2015

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
Village Clerk

Approved as to Form:

\_\_\_\_\_  
Village Solicitor

1<sup>st</sup> Reading: August 11<sup>th</sup>, 2015

Rules Suspended: August 11<sup>th</sup>, 2015

2<sup>nd</sup> and 3<sup>rd</sup> Reading: August 11<sup>th</sup>, 2015

Emergency Section Agreed to: August 11<sup>th</sup>, 2015

Notice of Publication: Tri-County Press, August 19<sup>th</sup>, 2015

**VILLAGE OF EVENDALE  
ORDINANCE 15-43**

**ORDINANCE APPROVING WATER MANAGEMENT  
AND SEDIMENTATION CONTROL PLANS FOR  
GOLD MEDAL PRODUCTS AND AUTHORIZING BUILDING  
COMMISSIONER TO ISSUE PERMIT  
AND DECLARING AN EMERGENCY**

**WHEREAS**, Gold Medal Products, Inc., has submitted a certain set of grading plans on property it owns at 10700 Medallion Drive in accordance with Evendale Ordinance 1466 et. seq.; and

**WHEREAS**, the Engineer of the Village has given his approval of said plans for the property to be developed by Cincinnati United Contractors on behalf of Gold Medal Products, Inc.; and,

**WHEREAS**, the plans approved by the Village Engineer appear to be in good order and in compliance with the purposes and intent of Evendale Ordinance 1466 et. seq.

**BE IT THEREFORE ORDAINED BY THE COUNCIL OF THE VILLAGE OF EVENDALE, STATE OF OHIO**, six members concurring that:

**SECTION 1:** The **copy of the plans** submitted by Gold Medal Products, Inc., the property owner, in accordance with Evendale Code Section 1466 and approved by the Village Engineer are hereby attached as Appendix A and made part hereof.

**SECTION 2:** The Council of the Village of Evendale finds said plans as approved by the Engineer to be well taken and to comply with the intent and purposes of Ordinance 1466 et. seq., and are hereby approved by this Council.

**SECTION 3:** The approval of Council of these plans shall be conditioned upon and shall not take effect until the filing of the plans with the Building Commissioner and filing of the performance bond set by Council in the amount of \$10,000.00.

**SECTION 4:** Copies of the plans as approved by Council shall also be filed with the Clerk, the Engineer, the Building Commissioner, the Planning Commission and the County Soil and Water Conservation District.

**SECTION 5:** Upon the filing of said approved plans with the Building Commissioner and upon the posting of the bond specified above, the Building Commissioner shall issue the appropriate permit to commence the work, etc. as provided by the approved plans.

**SECTION 6:** This ordinance shall not constitute approval for any building or structure.

**SECTION 7:** This ordinance is declared to be an emergency by a concurrence of six members of Council, being necessary to preserve the public, peace, order, safety, health or welfare of the Village of Evendale or to provide for the daily operation of a department or office of the Village of Evendale. It is necessary that this measure be put into immediate effect because the public safety and welfare require work commence immediately to protect surrounding landowners and to assist in the economic development of Evendale. This ordinance shall be effective upon passage.

Adopted August 11<sup>th</sup>, 2015

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
Village Clerk

Approved as to Form:

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Village Solicitor

1<sup>st</sup> Reading: August 11<sup>th</sup>, 2015

Rules Suspended: August 11<sup>th</sup>, 2015

2<sup>nd</sup> and 3<sup>rd</sup> Reading: August 11<sup>th</sup>, 2015

Emergency Section Agreed to: August 11<sup>th</sup>, 2015

Notice of Publication: Tri-County Press, August 19<sup>th</sup>, 2015



**VILLAGE OF EVENDALE, OHIO  
ORDINANCE #15-44**

**ORDINANCE AUTHORIZING MAYOR TO ENTER INTO  
CONTRACT FOR EMERGENCY REPAIRS TO GLENDALE  
MILFORD ROAD AND DECLARING AN EMERGENCY**

**WHEREAS,** The Village of Evendale has identified portions of Glendale Milford Road in where the pavement is a hazard to safety services and the general traffic; and

**WHEREAS,** The Village of Evendale desires that this work be accomplished prior to the winter weather that if left unattended could lead to accidents and loss of property as the situation would continue to get worse; and

**WHEREAS,** Village Council has determined this to be an emergency requiring immediate action to protect the public; and

**WHEREAS,** The Village Engineer advises, based on his experience and professional judgment, that the price proposed for the work to be done is fair and appropriate;

**BE IT THEREFORE ORDAINED BY THE COUNCIL OF THE VILLAGE OF EVENDALE, STATE OF OHIO, six members concurring, that:**

**SECTION 1:** The Village has secured a proposal from Innovative Concrete in the amount of \$48,000.00. The Mayor is authorized to enter into a contract with Innovative Concrete for this work.

**SECTION 2:** The following sums are appropriated from the unappropriated State Highway Improvement Fund to the following objects:

202.201.523300	Contract Services	\$48,000.00
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**SECTION 3:** This ordinance is declared to be an emergency measure by a concurrence of six members of Council, it being found to be necessary to preserve the public peace, order, safety, health or welfare of the Village of Evendale, or to provide for the daily operation of a department or office of the Village of Evendale. It is necessary that this measure be put into immediate effect because the public welfare requires the work be executed as soon as possible in order to eliminate the hazard to the public and perform the work as weather permits prior to the winter. This ordinance shall be effective upon passage.

Adopted August 11<sup>th</sup>, 2015

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
Village Clerk

Approved as to Form:

\_\_\_\_\_  
Village Solicitor

1<sup>st</sup> Reading: August 11<sup>th</sup>, 2015

Rules Suspended: August 11<sup>th</sup>, 2015

2<sup>nd</sup> and 3<sup>rd</sup> Reading: August 11<sup>th</sup>, 2015

Emergency Section Agreed to: August 11<sup>th</sup>, 2015

Notice of Publication: Tri-County Press, August 19<sup>th</sup>, 2015

**VILLAGE OF EVENDALE, OHIO  
ORDINANCE #15-45**

**AN ORDINANCE AUTHORIZING THE PAYMENT OF AMOUNTS DUE UPON  
CERTAIN CONTRACTS REQUIRING CERTIFICATION OF AVAILABILITY OF  
FUNDS AND DECLARING AN EMERGENCY.**

**WHEREAS,** Ohio Revised Code 5705.41(D)(1) provides that where contracts have not been previously certified for sufficient funds being available, Village Council may authorize the drawing of warrants to pay such contracts upon receipt of a certificate from the fiscal officer stating that there was at the time of the making of such contract or order and at the time of the execution of such certificate, a sufficient sum appropriated for the purpose of such contract and in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances, and

**WHEREAS,** Certain contracts enumerated below are now due and payable for which such a certificate has been provided by the Chief Fiscal and Accounting Officer;

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF EVENDALE, STATE OF OHIO, six members concurring, that:**

**SECTION I** The Council of the Village of Evendale hereby approves and authorizes the payment of the following contracts for which the Chief Fiscal and Accounting Officer has provided a certificate that a sufficient sum has been appropriated for the purpose of each contract and is in the treasury or in the process of collection to the credit of the appropriate fund free from any previous encumbrances:

- 1) Bastin & Co. -- \$12,650.00 -- Audit Services
- 2) Millcreek Watershed Council -- \$5,000.00 -- Grant Writing and Project Design
- 3) Compass Minerals America -- \$62,000 -- Salt

**SECTION II** This Ordinance is declared to be an emergency by a concurrence of six members of Council, being necessary to preserve the public peace, order, safety, health and welfare of the Village or to provide for the daily operation of a department or office of the Village. The reason for said emergency is the need to approve this ordinance in the time required by the Ohio Revised Code and to ensure prompt payment to vendors. Therefore, this Ordinance shall be effective upon adoption.

Adopted August 11<sup>th</sup>, 2015

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
Village Clerk

Approved as to Form:

\_\_\_\_\_  
Village Solicitor

1<sup>st</sup> Reading: August 11<sup>th</sup>, 2015

Rules Suspended: August 11<sup>th</sup>, 2015

2<sup>nd</sup> and 3<sup>rd</sup> Reading: August 11<sup>th</sup>, 2015

Emergency Section Agreed to: August 11<sup>th</sup>, 2015

Notice of Publication: Tri-County Press, August 19<sup>th</sup>, 2015



**VILLAGE OF EVENDALE, OHIO  
ORDINANCE #15-46**

**AN ORDINANCE APPROVING AN APPROPRIATION FROM THE  
EVENDALE COMMONS FUND TO COVER THE VILLAGE OF  
EVENDALE'S SHARE OF THE MILL CREEK GRANT PROJECT WITH  
OPWC.**

- WHEREAS,** Pursuant to legislation properly adopted by the Council of the Village of Evendale, certain expenditures will take place that need to be appropriately reflected as appropriations; and
- WHEREAS,** The Village of Evendale partnered with the Mill Creek Watershed Council to apply for a grant with Ohio Public Works Commission (OPWC) for a Mill Creek Restoration project at Evendale Commons; and
- WHEREAS,** OPWC did grant funding for the Mill Creek Restoration project which includes a local share of \$75,087 to fund the project of which \$52,091 is a cash match and \$22,996 is an in-kind match, therefore; funding is required for upcoming project costs; and

**NOW THEREFORE;  
BE IT ORDAINED** by the Council of the Village of Evendale, State of Ohio, six members concurring that:

**SECTION I** The following sums are appropriated from the unappropriated Evendale Commons fund to the following objects:

250-259	Capital Improvements	\$52,091
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**SECTION II** This ordinance shall take effect from the earliest date allowed by law.

Adopted August 11<sup>th</sup>, 2015

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
Village Clerk

Approved as to Form:

\_\_\_\_\_  
Village Solicitor

1<sup>st</sup> Reading: August 11<sup>th</sup>, 2015  
Rules Suspended: August 11<sup>th</sup>, 2015  
2<sup>nd</sup> and 3<sup>rd</sup> Reading: August 11<sup>th</sup>, 2015  
Emergency Section Agreed to: August 11<sup>th</sup>, 2015  
Notice of Publication: Tri-County Press, August 19<sup>th</sup>, 2015

**VILLAGE OF EVENDALE, OHIO  
ORDINANCE #15-47**

**AN ORDINANCE ADOPTING AN INTERNET  
AND EMAIL POLICY AND A TRAVEL POLICY**

**WHEREAS,** In order to maintain modern and up-to-date policies governing Village employees, the Council of the Village of Evendale desires to adopt and implement as a part of the Evendale Code of Ordinances a policy governing the use of the Village computer system for Internet and email and a policy regarding travel; now,

**BE IT THEREFORE ORDAINED BY THE COUNCIL OF THE VILLAGE OF EVENDALE, STATE OF OHIO, six members concurring that:**

**SECTION 1:** The Village of Evendale Internet and Email Policy, attached hereto and incorporated by reference herein, is hereby adopted and shall be inserted in the Village of Evendale Code of Ordinances as Section 258.148.

**SECTION 2:** The Village of Evendale Travel Policy, attached hereto and incorporated by reference herein, is hereby adopted and shall be inserted in the Village of Evendale Code of Ordinances as Section 258.149.

**SECTION 3:** **Sub** Sections 260.09(h) and (i) are hereby adopted to read as follows:

(h) Internet and Email. The use of Village Internet and email is subject to the provisions of Section 258.148.

(i) Travel. Travel as a Village employee is subject to the provisions of Section 258.149.

**SECTION 4:** These policies shall be made known to all Village of Evendale employees and failure to comply with these policies may be grounds for discipline in accordance with Sections 258.160-165 of the Evendale Administrative Code.

**SECTION 5:** This ordinance shall take effect and be in force from the earliest date allowed by law.

Adopted August 11<sup>th</sup>, 2015

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
Village Clerk

Approved as to Form:

\_\_\_\_\_  
Village Solicitor

1<sup>st</sup> Reading: August 11<sup>th</sup>, 2015

Rules Suspended: August 11<sup>th</sup>, 2015

2<sup>nd</sup> and 3<sup>rd</sup> Reading: August 11<sup>th</sup>, 2015

Notice of Publication: Tri-County Press, August 19<sup>th</sup>, 2015

# VILLAGE OF EVENDALE

## TRAVEL REIMBURSEMENT POLICY AND PROCEDURES

From: Office of the Mayor

Updated: August 11, 2015

The following represents the Village's general travel reimbursement policy. This policy shall apply to all Village-financed travel. However, the Administrative Assistant to the Mayor and/or Department Directors may impose additional restrictions due to budgetary constraints or other purposes. Pre-approval by Department Heads for all travel is required and budgeted funds must be available. Travel reimbursement requests that exceed the following guidelines must be signed by the Village Administrative Assistant to the Mayor or the Village Mayor. Employees are encouraged to use good judgment when traveling, in that their travel is funded by the taxpayer's dollar.

### DIRECT BILLING

Whenever possible, certain travel related items should be billed directly to the Village (e.g. registration, lodging, airline tickets).

### ALLOWABLE TRAVEL EXPENSES

#### Transportation

Use of Village vehicles - if authorized by the Supervisor, employees will be reimbursed for fuel purchased. Use of Village credit card for fuel is permitted. Original receipts required.

Employee's personal vehicle - if travel requires an employee to use his/her own vehicle, mileage will be reimbursed at the current IRS mileage rate for all other employees.

Airfare - when at all possible airfare should be billed directly to the Village Credit Card. If you do not have access to Village credit card the employee will be reimbursed for airfare charges. Airfare should be booked as early as possible to reduce cost to the Village. All airfare will be booked at coach or the equivalent rate except under extraordinary circumstances.

In accordance with the State of Ohio Ethics Commission rulings, frequent flyer miles may be accrued only if they are used for Village related business travel. If an employee chooses to use frequent flyer miles in connection with Village business, it is his/her responsibility to keep track of the accrual/usage for auditing purposes. Frequent flyer miles cannot be used to upgrade tickets. Accrual of hotel points, rental car company enticements and other inducements in connection with Village related travel is prohibited.

Other Transportation Expenses - with original receipts/documentation, other approved travel related expenses (tolls, taxi fares, and parking costs) will be reimbursed to the employee.

#### Lodging

If at all possible, lodging expenses for approved travel should be paid by the Village directly by check or use of employee's Village credit card. If unable to be paid by the Village, employees will be reimbursed for the cost of reasonable lodging. In either case, a detailed billing and proof of payment are required.

Tax Exempt Certificate - When making lodging reservations, the employee should notify the establishment that the Village of Evendale is tax exempt. A tax exempt certificate should accompany any direct payment for lodging or should be taken by the employee if employee is to be reimbursed at a later date. If the establishment does not accept the Village's tax exempt status, reimbursement will be made for any lodging tax paid by the employee. Employees should notify the administration department prior to travel so that the proper tax exempt forms can be provided to them.

## Meals

### Approved Overnight Travel

Employees will be provided a full-day per diem rate for each full-day of travel based on the location of the travel destination and the rates established for that region at [GSA.gov](https://www.gsa.gov) which calculates both per diem rates and reimbursable meal rates by location. Room rates may not exceed the rate established at GSA.gov by more than \$50 without prior approval from the Mayor or the Assistant to the Mayor. All GSA.gov rates are updated annually effective October 1<sup>st</sup> through September 30.<sup>th</sup> In the absence of any unusual circumstances, partial day per diem will be paid at  $\frac{3}{4}$  the full-day per diem for departure and/or arrival traveling days. Unique situations shall be reviewed and decided upon by the Supervisor. An employee's daily per diem will not be prorated for meals provided as part of a conference/seminar registration.

The daily per diem rate includes meals, beverages, taxes and tips.

The employee may choose to use their Village issued credit card for meal payment rather than using a per diem rate. In this event all charges for meals must have an original detailed receipt for support documentation. The Village will not reimburse an employee for alcohol purchases under any circumstance.

### "Day-trip" seminars/conferences

Employees will not be reimbursed for personal meals purchased during "day-trip" seminars/conferences.

### Business Meals

Upon approval of the Village Mayor or Assistant to the Mayor, business meals (business luncheons) will be reimbursed to the employee upon identification of participants and the business purpose of the discussion. Original detailed receipts are required. Credit card charge slips, without detail information, are not considered adequate documentation for reimbursement. Tip reimbursements are limited to 18% of the food and non-alcoholic beverage total.

## **TRAVEL REPORTS**

Approved travel reports should be submitted to Finance no later than 3 days after returning from business travel, or upon returning to work. Original detailed receipts for transportation, lodging and other allowable expense should be attached to the travel voucher and submitted to Finance for processing.

# VILLAGE OF EVENDALE

## INTERNET AND EMAIL POLICY

### **Section 1: Purpose**

The Village of Evendale has made a significant investment of public dollars in its computer system. The purpose of that system is to better enable the Village to perform the public's business.

It is recognized that occasional limited use of the Village computer system by Village employees may occur for personal purposes. Such use must be limited and must not interfere with Village business. Users must recognize that in using Village internet, email or online services they waive any right of privacy in anything they create, store, send or receive on the Village of Evendale's computer system.

The purpose of this policy is to ensure the proper use of the Village of Evendale's internet, email or online services systems and to make users aware of what the Village of Evendale deems to be acceptable and unacceptable use of its internet, email or online services systems. All messages distributed via the Village's email system, even personal emails, are the Village of Evendale's property. The Village of Evendale can, but is not obliged to, monitor internet, email or online services usage without prior notification. You must have no expectation of privacy in anything that you create, store, send or receive on the Village's email system. If there is evidence that you are not adhering to the guidelines set out in this policy, the Village of Evendale reserves the right to take disciplinary action, including termination and/or legal action. This policy does not grant the employee any contractual rights. Finally, if you have any questions or comments about this policy, please contact your supervisor.

### **Section 2: Requirements**

The internet, email and/or online services usage are business communication tools and users are obliged to use these tools in a responsible, effective and lawful manner. Although by their nature email and/or online services seem to be less formal than other written communication the same laws apply. The following rules regarding the use of Village email, internet and online services are to be strictly adhered to:

- The Internet, email and online services are intended to be used primarily for Village business purposes. Uses that interfere with normal Village business activities, involve solicitation, are associated with any for-profit business activities or could potentially embarrass the Village of Evendale are strictly forbidden.



- Employees shall not use the Internet, email or online services for operating a business for personal gain, sending chain letters or soliciting money for religious and/or political causes.
- Employees shall not use the Internet, email and online services to transmit, view or download material that is offensive, obscene, pornographic, threatening or racially or sexually harassing.
- Employees shall not download or otherwise install on the VOE system games or other programs unnecessary to conducting Village business.
- Employees shall not use the Internet, email and online services to disseminate or print copyrighted materials (including articles and software) in violation of copyright laws.
- Employees shall not use the Internet, email and online services to provide access to confidential information. Employees shall not use email, internet and online services to provide access to public information without following the existing rules and procedures of the Village of Evendale for dissemination.
- Employees shall not use an Internet, email or online service account or signature line other than the one assigned to them.
- It is strictly prohibited to forge or attempt to forge email messages, or disguise or attempt to disguise your identity when sending mail.
- Employees shall not disseminate anyone else's information via the Internet, email or online services.
- Internet, email or online services usage are subject to limitations as imposed by supervisors to prevent excessive or improper use. Although the internet, email or online services systems are meant for business use, the Village of Evendale allows personal usage if it is reasonable, limited and does not interfere with work. However, the sending of chain letters, junk mail, and jokes is prohibited. All messages distributed via the Village of Evendale email system are the Village of Evendale's property and are subject to public records request.
- Employees are also reminded that access to and use of the Internet, including communication by e-mail, is not confidential. Internet access can and will be monitored. Web browsers leave traceable "footprints" to all sites visited.
- Employees shall not permanently delete or destroy an email message that has not met or exceeded the appropriate retention period as set forth by the Village of Evendale Records Retention Policy. The appropriate form must

be completed and approved prior to permanent destruction of electronic records just as with paper records.

- All email accounts maintained on our email systems are property of the Village of Evendale.
- Accessing pay per use or view internet sites is strictly prohibited.

### **Section 3: Duty of Care**

Users must take the same care in drafting an email as they would for any other communication. Confidential information should not be sent via email.

### **Section 4: Records Management and Email Retention**

Email and/or online services are a means of transmission of messages or information. Like paper or microfilm, email and/or online services are the medium by which this type of record is transmitted. The retention or disposition of email or online services messages must be related to the information they contain or the purpose they serve. The content, transactional information, and any attachments associated with the email or online services are considered a public record if they meet the criteria of the Ohio's public record's laws, [Ohio Revised Code section 149.01.1 \(G\)](#). The content of email or online services messages may vary considerably, and therefore, this content must be evaluated to determine the length of time the email must be retained. For more information on scheduling and retaining email or online services messages see the Village of Evendale Records Retention Policy, or contact the Village Clerk at (513) 563-2244.

### **Section 5: Encryption**

Users may not encrypt any emails without obtaining written permission from their supervisor. If approved, the encryption key(s) must be made known to the Village of Evendale.

### **Section 6: Viruses**

Computer viruses are more and more prevalent in today's world. They can cause considerable damage to a computer or entire network. An infected computer may not be readily identified, even though damage may be occurring. The utmost care must be taken in adhering to strict anti-virus precautions. These include:

- Do not exchange diskettes with other computers. One common avenue of infection is using diskettes that have been used in home computers.
- Do not download programs from the Internet or electronic bulletin boards.
- Do not activate programs that have been attached to an email message. It has been estimated that nearly 1/3 of virus infections occur this way.

### **Section 7: Questions**

If you have any questions or comments about this internet, email or online services policy, please contact the Village Clerk at (513) 563-2244. If you do not have any questions the Village of Evendale presumes that you understand and are aware of the rules and guidelines in this internet, email or online services policy and will adhere to them.

### **Section 8: Amendment**

The Village of Evendale reserves the right to amend this policy at its discretion. In case of amendments, users will be informed appropriately.

### **Section 9: Declaration**

I have read, understand and acknowledge receipt of the internet, email or online services policy. I will comply with the guidelines set out in this policy and understand that failure to do so might result in disciplinary or legal action.

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*Employee Signature*

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*Date*

**VILLAGE OF EVENDALE, OHIO  
RESOLUTION #15-04**

**A RESOLUTION ADOPTING THE VILLAGE OF  
EVENDALE MICROSOFT SURFACE POLICY**

**WHEREAS,** in order to enhance the ability of Evendale Village Council members and certain other public officials, in their ability to quickly and efficiently conduct Village business Microsoft Surfaces have been provided; and

**WHEREAS,** the use of electronic copies of certain documents will reduce the need for paper copies, thereby being both environmentally and cost effective; and

**WHEREAS,** other municipalities and governmental entities have been identified as having distributed electronic devices to their Council members with success;

**WHEREAS,** the Village of Evendale desires to adopt a Microsoft Surface Policy governing the use of Microsoft Surface equipment;

**NOW THEREFORE,** BE IT RESOLVED by the Village Council of the Village of Evendale, Hamilton County, Ohio, six members concurring, that:

**SECTION I** A Village of Evendale Microsoft Surface Policy is attached hereto and is adopted and approved.

**SECTION II** This policy shall be made known to all Village of Evendale Council members and employees and failure to comply with these policies may be grounds for disciplining an employee or for revocation of Council use of the Surface.

Adopted August 11<sup>th</sup>, 2015

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
Village Clerk

Approved as to Form:

\_\_\_\_\_  
Village Solicitor

1<sup>st</sup> Reading: August 11<sup>th</sup>, 2015

Rules Suspended: August 11<sup>th</sup>, 2015

Notice of Publication: Tri-County Press, August 19<sup>th</sup>, 2015

**Village of Evendale**  
**Microsoft Surface Policy**

**Section 1: GENERAL STATEMENT**

The council for the VOE, by authorizing the acquisition of Microsoft Surfaces, recognizes that the provision and use of the Surface will assist the VOE Council members, Mayor and certain staff members in the efficient performance of public duties, providing cost savings to the VOE, and improve service to the public in a manner that is environmentally conscious. By reading and signing this Policy statement, each undersigned elected official and staff member acknowledges and agrees to abide by the terms contained herein that set forth what are, are not, appropriate uses for this important business tool.

Each public official currently has a separate VOE email account that will be used to send official documents, including without limitation VOE agendas, department reports, and the like. Internet access to this email account will be available through the Surface.

The Surface, internet and email will be used primarily for VOE related business purpose, i.e., to receive and review council agenda material, research relevant topics, obtain useful information for VOE business, and conduct business communications as appropriate. All VOE issued Surfaces are considered to be the property of the VOE. All VOE related business documents, files and email messages are considered public records, and are subject to the VOE Public Records Policy and the Ohio Public Records Act, unless exempted by law, privilege or otherwise. Users understands that anything on the Surface or accessed by the Surface even though not VOE related may be subject to the Ohio Public Records Act.

Surface users agree to use the device honestly and appropriately on the Internet and when using e-mail, and further agrees to respect the copyrights, software license provisions, property rights privacy and prerogatives of others, just as in any other business dealings. All existing VOE email policies will continue to apply to the use of e-mail on the Surface.

Surface e-mail activities will be traceable to the VOE and will impact the reputation of the VOE, for this reason, users shall refrain from making any false or defamatory statements in any Internet forum or from committing any other acts which could expose the VOE to liability.

Users will not download files from sources which may be untrustworthy not shall user open and read files attached to e-mail transmissions unless they originate from a trustworthy source. Downloaded files and attachments may contain viruses or hostile application that could damage the VOE systems.

## Section 2: DETAILED POLICY PROVISIONS

- A. The VOE has the right to inspect any and all files and apps stored on the Surface or accessed from or generated by the Surface in order to assure compliance with this policy. Users do not have any personal privacy rights in any matter created, received, stored in, or sent from any VOE-issued Surface.
- B. The VOE –issued Surface are intended to primarily to be used for legitimate VOE business with the goal of improving service to the public.
- C. The VOE will assist in installation of certain basic applications, “apps”, and software that are deemed to be reasonably necessary and appropriate to perform VOE related duties. Any software and apps downloaded by users onto the Surface become the property of the VOE, and may only be used in ways that are consistent with licenses and copyrights.
- D. If the user loses or damages the Surface, it must be reported to the Clerk of Council immediately, as the Surfaces are covered by an extended warranty. The user may be responsible for payment of the deductible for repair or replacement if such damage was due to negligence or misuse. After a second occurrence of loss or damage, the user is solely responsible for reimbursing the VOE for the fair market value of the repair or replacement.
- E. E-mail and Internet communications related to VOE business are considered public records subject to disclosure to the public pursuant to the Ohio Public Records Act, unless exempted by law, privilege or otherwise.
- F. Surfaces may be used in during public meetings for:
  - a. Review and display of documents, memoranda, correspondence and images;
  - b. Note taking, document margin comments and similar purposes;
  - c. Any other lawful purpose not inconsistent with the duties of public officials.
- G. Users shall not use VOE issued Surfaces for any private communications during any VOE meeting so as to violate the Ohio Open Meeting Act.
- H. Users will not send any messages of an obscene, libelous, vulgar, or defamatory nature. Messages should not be written in a degrading or demeaning manner.
- I. Users will not use VOE- issued Surfaces for operating a business for personal gain, sending chain letters, soliciting money for religious or political causes, or similar purposes. The use of the Surface for the purpose of promoting a political party or candidate nomination, retention, recall, or election, or the purpose of promoting or opposing a local ballot issue is prohibited.
- J. In using the VOE-issued Surface, users will identify themselves honestly, accurately, and completely at all times.
- K. Incidental and occasional personal use of the Surface is acceptable, provided it complies with the following:
  - a. Does not interfere with a staff member’s or elected official’s regulate duties or the business of the VOE
  - b. Does not result in an incremental expense of the VOE
  - c. Is not used for any form of advertising, solicitations, or promotions, commercial or political purposes
  - d. Is not used to communicate abusive, profane or offensive language
  - e. Is not used for criminal activities.

- f. Is not used for online gambling websites.
- g. Is not used for viewing or distributing pornographic or sexually related material.
- h. Is not used for sending or viewing inappropriate materials through email, Facebook, Twitter, etc.
- i. Is not allowed to be used by anyone other than a VOE employee

Section 3: Compliance

All elected official must comply with each and every provision to the Surface policy and the VOE email policy. Any elected official who violates this policy may be subject to public censure by the VOE Council, if deemed appropriate.

Section 4: Return

All elected officials shall return their Surface, case and any accessories to the Clerk of Council when their term and service to the VOE has ended. The Surface will be wiped clean of any and all information upon return. Elected officials will insure that any public information stored on the Surface must be retained under the VOE Records Retention policy shall be transferred to an appropriate VOE storage medium.

**ACKNOWLEDGMENT AND AGREEMENT TO ABIDE BY THE VILLAGE OF EVENDALE surface use policy for the VOE’s elected officials and certain STAFF MEMBERS.**

I, the undersigned, have been provided a copy of the VOE Surface Use Policy and understand its contents fully. I accept and understand terms of the policy and agree to abide by all terms contained in it.

\_\_\_\_\_  
Signature

Name (print) \_\_\_\_\_

Position held \_\_\_\_\_

Date \_\_\_\_\_