



AGENDA
CITY COUNCIL
Work Session – April 18, 2016, 5:00 p.m.
Council Chambers

1368 Research Park Dr
Beavercreek, Ohio

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF AGENDA
- IV. DISCUSSION ITEMS
 - A. Improved Signage at Creekside Trail Street Crossings – Bikeway and Non-Motorized Transportation Advisory Committee
 - B. Direct Election of Mayor
 - C. Expenses of Council
- V. COUNCIL COMMITTEE/EVENT UPDATES
- VI. ADJOURNMENT

Improving Bike/Ped Safety with Rectangular Rapid Flashing Beacon (RRFB) Technology

RECOMMENDATIONS TO BEAVERCREEK CITY COUNCIL FROM THE
BIKEWAYS AND NON-MOTORIZED TRANSPORTATION ADVISORY
COMMITTEE (BANTAC) 11 APRIL 2016



BANTAC – Priorities Revisited With Completion of Wright Way Bridge

- Creekside Trail Crossing Safety
- N. Fairfield / Beaver Vu crosswalk safety
- Wright Way Bridge: Curb concerns
- City Bike Route Signage
- Bike May Use Full Lane Signage
- Signal access: Grange Hall / Research Blvd



Met with Mr. Moorman / Mr. Thonnerieux on 21
January 2016 to discuss above issues

Creekside Trail – Tremendous Asset to the City/Region



Essential connection in regions >335 miles of trail (largest in the nation!)

- Critical crossing over I-675
- Connects Dayton and Xenia hubs, Iron Horse Trail to Kettering



**US Bike Route 50
Crosses Ohio and
incorporates
Creekside Trail***

Bicycle tourism growing industry,
contributing \$47B / year to
communities providing facilities

- US Bike Route 50: First National Designated Bike Route through Ohio
- Will go from California to Washington, DC
- Part of the National Network of bike routes throughout the US.
- To date, 5,973 miles of US Biker Routes established in 12 states
 - More than 40 states now working to create/complete US Bike Routes

* Beaver Creek City Resolution 14-18

Creekside Trail – Key Crossings within the City of Beavercreek

Crosses Grange Hall Rd and Factory Road – both extremely high traffic crossings

- Pedestrians and bicycles
- Several car/bicycle crashes at Factory Rd.
- Marked, uncontrolled crosswalks. (DOT research shows that vehicles do not stop for marked crosswalks, and that it does not result in higher pedestrian/cyclist safety)*

Options for improved safety include:

- Raised medians
- Curb extensions
- Overhead beacons
- Traffic calming (raised crosswalks, narrow streets)
- Rectangular Rapid Flashing Beacons



* FHWA HRT-04-100. *Safety Effects of Marked Versus Unmarked Crosswalks at Uncontrolled Locations*. 2005.

<http://www.fhwa.dot.gov/publications/research/safety/04100/04100.pdf>



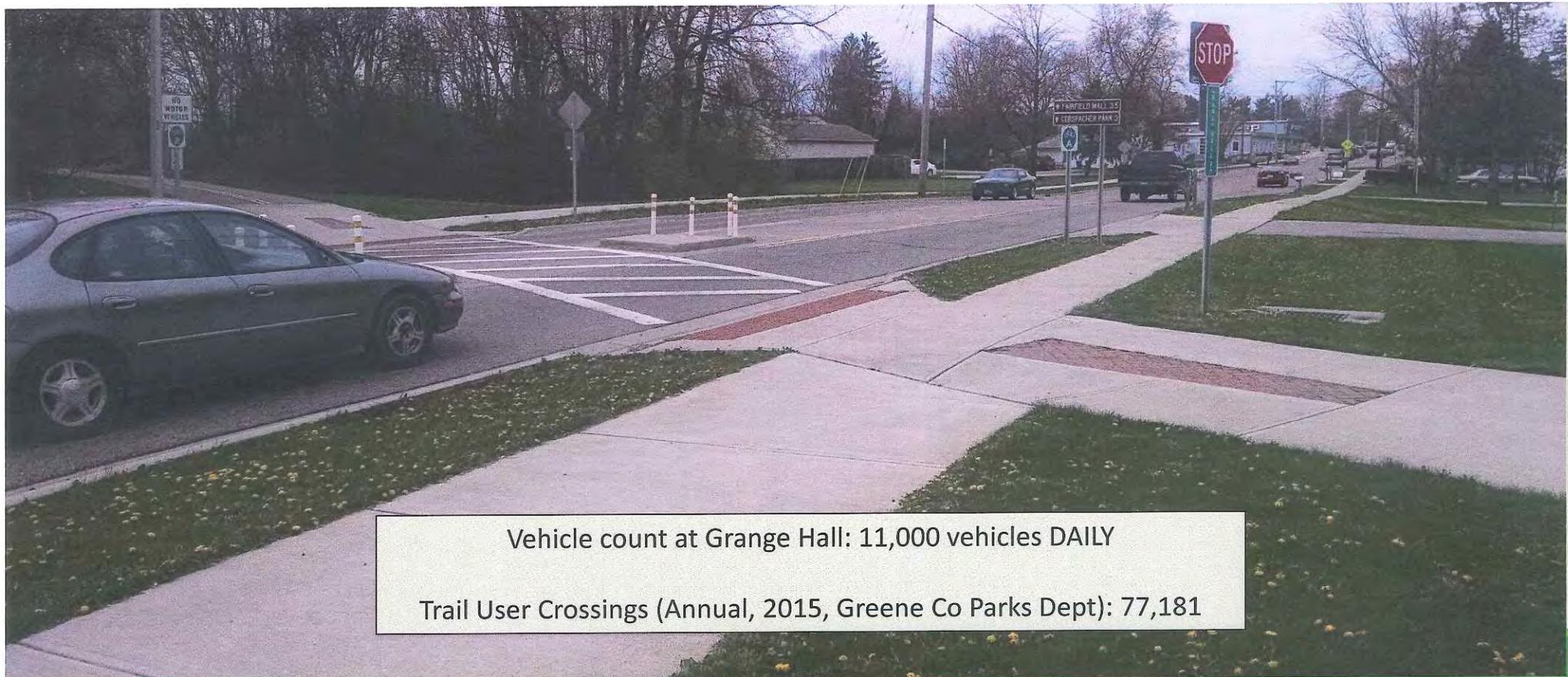
MVRPC Vehicle mapping at Factory: 8,500 vehicles DAILY

Trail User Crossings (Annual, 2015, Greene Co Parks Dept): 78,400

Factory Road and Creekside Trail

Photos taken at 4:15pm on Wednesday, 6 April 2016





Vehicle count at Grange Hall: 11,000 vehicles DAILY
Trail User Crossings (Annual, 2015, Greene Co Parks Dept): 77,181

Grange Hall Road and Creekside Trail

Photo taken at 4:15 PM on Wednesday, 6 April 2016

Creekside Trail – Rectangular Rapid Flashing Beacons (RRFBs)

Rectangular Rapid Flashing Beacons (RRFBs) are pedestrian-activated, high-intensity warning lights that notify drivers when a pedestrian is entering the crosswalk.



Cost effective to purchase / install

No lengthy traffic disruptions during installation

Proven/Recommended by the Federal Highway Administration (FHWA) for marked uncontrolled crossing locations

Cost: Informational Quote

Two vendors reviewed to assess options for this recommendation:

- TAPCO
- Carmanah

Requested informational quote from TAPCO for specific crossings (provided)

- For budget estimate only
- Not intended as engineering study/recommendation

Two signage systems (double sided at Factory Rd, single sided at Grange Hall)

- Quote includes all hardware, sensors, solar panels and signage. Shipping included.
- Does NOT include installation – could be done by city staff.

\$19,440.00

Review of prices from second vendor (Carmanah) shows similar costs.



Recommendation: Request inclusion for purchase of RRFBs in 2017 budget

BANTAC considers this the highest priority issue regarding pedestrian and bicycle safety in the City of Beavercreek

Recommendation is for an economical, effective solution, supported by Federal Highway Administration to improve crossing safety

Resources may be available to reduce costs to the city

BANTAC members will enthusiastically work with the city to accomplish this project.



Summary

BANTAC working bicycling/pedestrian issues beyond completion of Wright Way Bridge

Highest priority assigned to safety at Creekside Trail crossings at Factory Road and Grange Hall Road

Reviewed options and recommend purchase and installation of Rectangular Rapid Flashing Beacons (solar powered, sensor-triggered) at both crossings

Cost estimate for purchasing all hardware: \$19,440

Recommendation to include in City of Beavercreek budget for 2017



Back Up Information

- Safety (DOT FHWA Reports)
- Drawings / Specs
- Case Studies (4)

FHWA Research: Installation of RRFBs at marked, uncontrolled crossings:

Driver yield rates jumped from 0% to 96% in some locations

Driver yield rates increased up to 73% over traditional beacon systems such as side-mounted and overhead beacons

The percentage of drivers yielding at a distance of over 100ft. more than doubled over baseline treatments

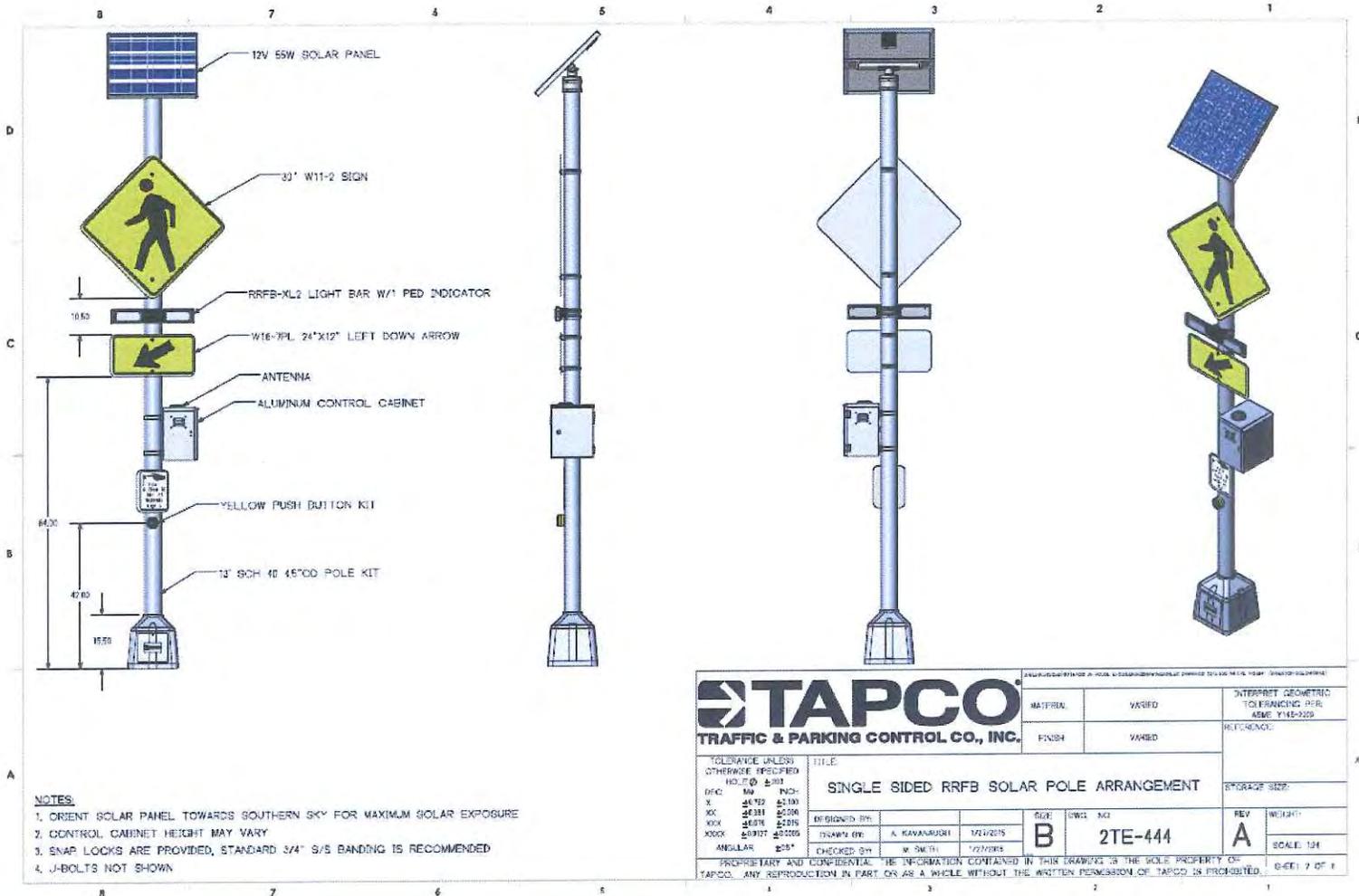
The effects on driver yield behavior persisted for the length of the two-year study

Passing and attempted passing on multi-lane roads was reduced

U.S. Department of Transport Federal Highways Administration. *Effects of Yellow Rectangular Rapid-Flashing Beacons on Yielding at Multi-Lane Uncontrolled Crosswalks*.
Publication No. FHWA-HRT-10-043. <http://www.fhwa.dot.gov/publications/research/safety/pedbike/10046/index.cfm>

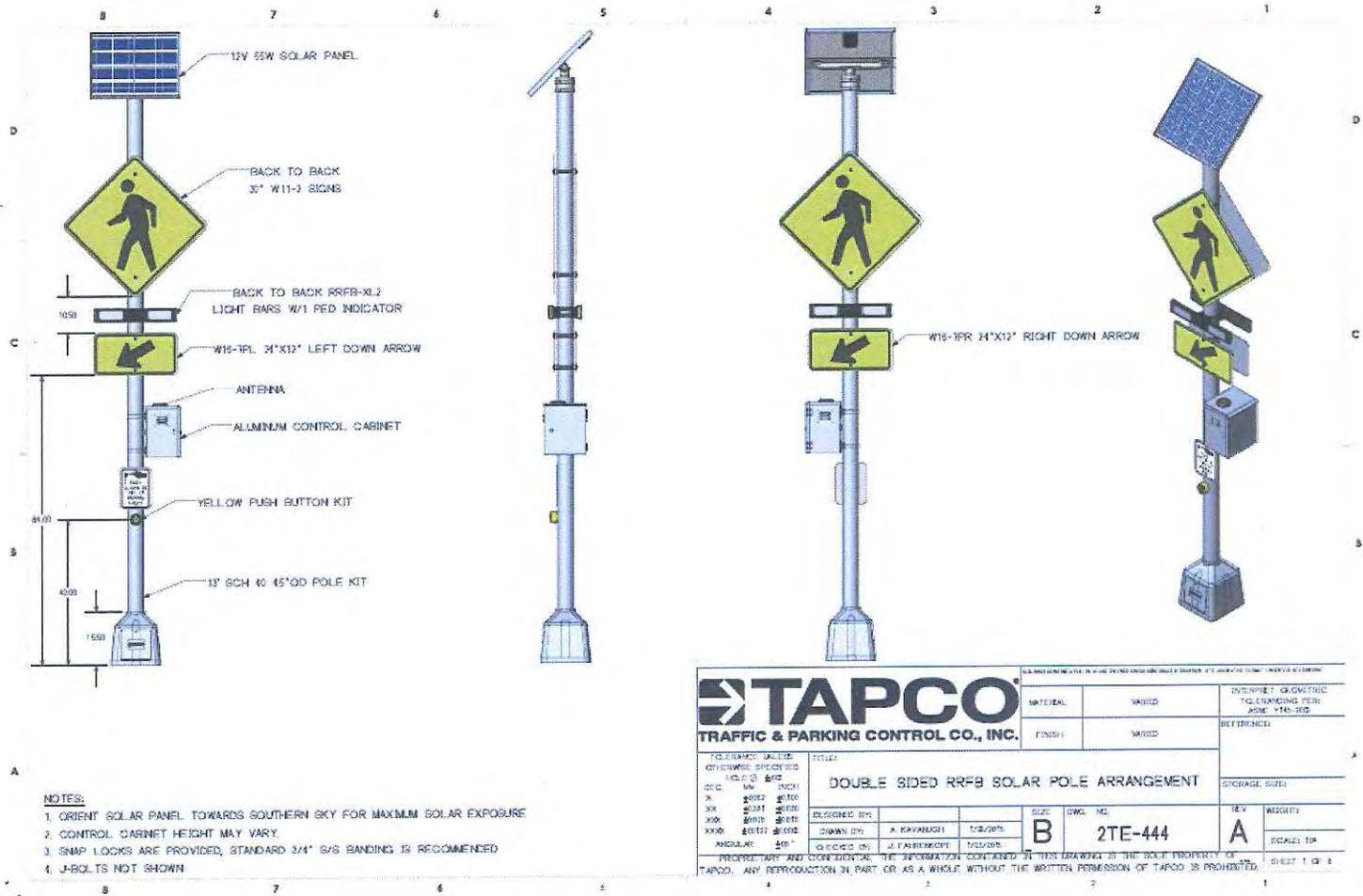


Single Sided Solar Pole (TAPCO)



TAPCO TRAFFIC & PARKING CONTROL CO., INC.		MATERIAL	VARIED	INTERPRET GEOMETRIC TOLERANCES PER ASME Y14.5-2009
TOLERANCE UNLESS OTHERWISE SPECIFIED		FINISH	VARIED	REFERENCE:
TITLE: SINGLE SIDED RRFB SOLAR POLE ARRANGEMENT		STORAGE SIZE:		
INCHES	MILLIMETERS	DESIGNED BY:	DATE:	REV
1/16"	1.50	A. KAVANAGH	12/12/15	B
1/8"	3.15	CHECKED BY:		A
3/16"	4.75	W. SMITH	12/22/15	
1/4"	6.35	REVISIONS:		WEIGHT:
5/16"	7.94	PROPERTY AND CONFIDENTIAL INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF TAPCO. ANY REPRODUCTION IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF TAPCO IS PROHIBITED.		SCALE: 1/4"
3/8"	9.53	DATE PLOTTED: 12/22/15 10:44 AM		6-001 7 OF 1

Double Sided Solar Pole (TAPCO)



TAPCO TRAFFIC & PARKING CONTROL CO., INC.		UNLESS OTHERWISE NOTED ALL DIMENSIONS ARE IN INCHES AND DECIMALS THEREOF. ALL DIMENSIONS TO CENTER UNLESS SPECIFIED.	
MATERIAL	W1612	INTERFERE	GEOMETRIC
FIND I	W1612	TO EXISTING	PER
		ASME	Y14-36C
		REFERENCE	
TOLERANCE UNLESS OTHERWISE SPECIFIED		STORAGE SIZE	
FINISH	AS SUPPLIED	DESIGNED BY	J. KAVANAGH
DATE	1/20/2015	DRAWN BY	J. FABRIZIO
SCALE	AS SHOWN	SIZE	DWG. NO.
ANGULAR	±0.1°	REV	A
		WEIGHT	
		SCALE	1/8"
TITLE: DOUBLE SIDED RRFB SOLAR POLE ARRANGEMENT		SHEET 1 OF 1	
<small>PROPRIETARY AND CONFIDENTIAL: THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF TAPCO. ANY REPRODUCTION IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF TAPCO IS PROHIBITED.</small>			

Case Study 1: RRFBs in Rails-to-Trails project

Four-mile long Topsfield Trail in Topsfield, MA was crossed by busy roadway

Need to protect crossing for those using trail

RRFBs chosen as solution for cost-effectiveness, proven performance, & aesthetics

Installed entirely by volunteer workforce



Full PDF of case study:

http://carmanah.com/files/Topsfield%20Linear%20Common%20Trail_Topsfield%20MA%20Case%20Study.pdf

Case Study 2: RRFBs in Columbus, OH plans

City of Columbus receives 60+ requests for crosswalk improvements each year

City focused on forward-thinking agenda of improving walkability

New process to determine where and what kind of crosswalk improvements can help city achieve goals

RRFBs play significant role in recommended improvements



Full PDF of case study:

http://carmanah.com/files/ColumbusOH_CaseStudy_FINAL_0.pdf

Case Study 3: RRFBs at school zone crosswalk in Des Plaines, IL

Parents and children requesting facilities to walk/bike to school

Officials identified marked, uncontrolled crossing that serviced four different schools

Installed RRFBs to improve accessibility

Quick installation done by city crews

City leadership demonstrated commitment to improving health and safety of citizens

Video case study: <http://www.youtube.com/watch?v=2J1Q9oLqXrsy.pdf>



Case Study 4: RRFBs at mid-block, multi-lane location in Key Largo, FL

New “stop for pedestrians” law inspired enhanced crossing facilities

Mid-block crossings represented problematic locations – few drivers stopping for pedestrians

RRFBs installed to encourage proper driver behavior in accordance with new laws



Local news coverage: http://largo.patch.com/articles/new-crosswalks-aimed-to-enhance-pedestrian-safety#youtube_video-11744942



SALES QUOTE

Customer Copy

Number	ETO15-02089
Date	11/20/2015
Page	1

5100 West Brown Deer Road, Brown Deer, Wisconsin 53223
 Phone 1-800-236-0112 • www.tapconet.com • Fax 1-800-444-0331

Sell To Cust. C53117	City of Beavercreek - Bikeway Advisory Board Jerry Walling 2818 Southfield Dr BEAVERCREEK, OH 45434 USA	Ship To Cust.	City of Beavercreek - Bikeway Advisory Board Jerry Walling 2818 Southfield Dr BEAVERCREEK, OH 45434 USA		
Reference #	Expires	Slsp	Terms	Freight	Ship Via
	12/23/2015	Bekah Lee	Cash	PREPAID	BEST RATE

Item	Description	Quantity	UM	Price	UM	Extension
Grange Hall Rd and Creekside Trail						
2180-RRFBXLC	RRFBXL2 Single Sided Per Pole, Solar Power & Wireless Technology Consisting of:	4	EA	1,840.00	EA	\$7,360.00
RRFB-1DERABWNNAA	RRFB Controller Kit, 55W/48Ah, 4.5" OD Round, Wireless, No Modem	4	EA		EA	
C-RRFB-1BERPBWNNAA	RRFB Controller, 48Ah, 108045-PEM, Hollow, Contact	4	Each			
2180-BRKT-R	Cabinet Bracket Set, Fits Round Poles 2-3/8 & Up.	4	Each			
101494	Battery, DEKA Solar 12V 48Ah VRLA	4	Each			
SLR-55-B	55W/12V Solar Panel Package,	4	Each			
RRFBXL2-NA1	RRFB XL2 Light Bar, One Ped Indicator Banding Mount w Snap Locks, for 2.375+ Inch OD	4	EA		EA	
101620	Push Button Bulldog Add-On Option Kit Yellow, With LED **Only located on 2 poles on each end of the crosswalk.**	2	KT		KT	
109784	W11-1,36"x36"DG3 FYG Bike Crossing (Symbol)	4	EA		EA	
373-05066	W16-7PL,30"x18"x.080 DG3 FYG,Down Diagonal Left Arrow (Fed Spec) sign	2	EA		EA	
373-05067	W16-7PR,30"x18" DG3 FYG,Down Diagonal Right Arrow (Fed Spec) Sign	2	EA		EA	
101079	Pedestrian Presence Sensor Kit Microwave **Only located on 2 poles on each end of the crosswalk.**	2	EA	800.00	EA	\$1,600.00
101920-18	Pole Package, 15', 4.5" OD, 18" J-Bolts Includes: Pole, Base & J-Bolts	4	EA	500.00	EA	\$2,000.00
373-15	Standard Aluminum Pole,15' Schedule 40	4	Each			

Shipment within _____
 Acceptance By _____
 Date _____
 By _____

Merchandise	Freight	Tax	Total

THANK YOU FOR CALLING TAPCO!!! THIS OFFER IS SUBJECT TO TERMS AND CONDITIONS SHOWN ON REVERSE SIDE



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Reference #	Expires	Slsp	Terms	Freight	Ship Via
	12/23/2015	Bekah Lee	Cash	PREPAID	BEST RATE

Item	Description	Quantity	UM	Price	UM	Extension
203-00014	Base, Aluminum Square Pedestal, No Paint	4	Each			
030-00006	Washer Flat 1-1/16"ID x2.5OD"x.125"	16	Each			
111644	Galvanized J-Bolt, 3/4"W x 17"L, with 1 Nut and 1 Washer	16	Each			
108112	Sign Mounting Kit, Z-Bracket, 4-1/2", Anti-Vandal For Mounting One Static Sign to 4-1/2" OD Pole	8	EA	50.00	EA	\$400.00
1116-00004A	BRACKET, Z-45, RND POST, 4.5"OD	16	Each			
1116-00004B	BRACKET, Z-45, RND POST, 4.5"OD	16	Each			
101963	BOLT 5/16-18X2-1/4 CARRIAGE G5 ZP	16	Each			
3177-00016	WASHER 5/16 ANTIVANDAL CONICAL	16	Each			
037-00097	Nut 5/16-18 Hexagon ZP	32	Each			
100626	Gator Lock ,5/16", Needs 1/2" Gator Socket	32	Each			
035-00010	Bolt, 5/16-18"x3/4" HEX S/S G5	16	Each			
100628	Gator Lock Socket, for use with 5/16" Bolt,	8	Each			
Factory Rd and Creekside Trail						
2180-RRFBXLS	RRFBXL2 Double Sided Per Pole, Solar Power & Wireless Technology Consisting of:	2	EA	2,240.00	EA	\$4,480.00
RRFB-1DERABWNAA	RRFB Controller Kit, 55W/48Ah, 4.5" OD Round, Wireless, No Modem	2	EA		EA	
C-RRFB-1BERPBWNAA	RRFB Controller, 48Ah, 108045-PEM, Hollow, Contact	2	Each			
2180-BRKT-R	Cabinet Bracket Set, Fits Round Poles 2-3/8 & Up,	2	Each			
101494	Battery, DEKA Solar 12V 48Ah VRLA	2	Each			

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Item	Description	Quantity	UM	Price	UM	Extension
SLR-55-B	55W/12V Solar Panel Package,	2	Each			
RRFBXL2-NA1	RRFB XL2 Light Bar, One Ped Indicator Banding	4	EA		EA	
101620	Mount w Snap Locks, for 2.375+ Inch OD Push Button Bulldog Add-On Option Kit Yellow, With LED	2	KT		KT	
109784	W11-1,36"x36"DG3 FYG Bike Crossing (Symbol)	4	EA		EA	
373-05066	W16-7PL,30"x18"x.080 DG3 FYG,Down Diagonal Left Arrow (Fed Spec) sign	2	EA		EA	
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101920-18	Pole Package, 15', 4.5" OD, 18" J-Bolts Includes: Pole, Base & J-Bolts	4	EA	500.00	EA	\$2,000.00
373-15	Standard Aluminum Pole, 15' Schedule 40	4	Each			
203-00014	Base,Aluminum Square Pedestal, No Paint	4	Each			
030-00006	Washer Flat 1-1/16"ID x2.5OD"x.125" Galvanized	16	Each			
111644	J-Bolt,3/4"W x 17"L, with 1 Nut and 1 Washer	16	Each			
107265	Sign Mounting Kit, Banded, Flared Leg, Standard For Mounting B2B Static Signs to a Large Pole	4	EA		EA	
035-00008	Flared Leg Bracket, No Bolt, no Washer	16	Each			
052-00295	Nylon washer 5/16" x 7/8" OD	16	Each			
035-00010	Bolt, 5/16-18"x3/4" HEX S/S G5	16	Each			
2164-00044	WASHER FLAT 5/16ID X3/4OD S/S	16	Each			
037-00016	Snap-Lok Assy, Worm Clamp 2 To 12-1/4Dia x9/16W	8	Each			

Shipment within _____
 Acceptance By _____
 Date _____
 By _____

Merchandise	Freight	Tax	Total

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Reference #	Expires	Stsp	Terms	Freight	Ship Via
RRFB	12/23/2015	Bekah Lee	Cash	PREPAID	BEST RATE

Item	Description	Quantity	UM	Price	UM	Extension
120328	Cable Tie, 8", Black	4	Each			

Furnish only quote. Installation is not included.

Ohio Contract: 063-16
 Freight included in prices.

Thank you! - Bekah Lee at TAPCO
 Direct Phone: (262) 814-7314
 Email: bekah@tapconet.com

Shipment within _____
 Acceptance By _____
 Date _____
 By _____

Merchandise	Freight	Tax	Total
\$19,440.00	\$0.00	\$0.00	\$19,440.00

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ORDINANCE NO.

CITY OF BEAVERCREEK

SPONSORED BY COUNCIL MEMBER _____ ON THE _____ DAY OF _____, 2016.

AN ORDINANCE PROVIDING FOR THE SUBMISSION TO THE ELECTORATE AMENDMENTS OF THE CHARTER OF THE CITY OF BEAVERCREEK, OHIO, AND TO PLACE THE SAME ON THE BALLOT AT THE GENERAL ELECTION, NOVEMBER 8, 2016.

WHEREAS, Council having determined that certain Charter amendments should be submitted to the electors of the City; and

WHEREAS, Article XVIII, Section 9 of the Ohio Constitution and Section 13.08 of the Beavercreek Charter provide that amendments to the Charter may be submitted to the electors of the municipality by two-thirds (2/3) vote of the members of Council.

NOW, THEREFORE, THE CITY OF BEAVERCREEK, TWO THIRDS OF ALL MEMBERS OF COUNCIL CONCURRING, HEREBY ORDAINS:

SECTION I.

The question of the amendments of the Charter of the City shall be submitted to a vote of the electors of the municipality at the general election to be held on Tuesday, the 8th day of November, 2016, at the regular places of voting in the City between the hours of 6:30 a.m. and 7:30 p.m. to determine whether the Charter shall be amended with the additions and deletions from the Charter as indicated in the draft Charter revisions document attached to this Ordinance as Exhibit "A".

SECTION II.

The ballot language shall read as follows:

"Shall the Charter of the Municipality of Beavercreek, Ohio be amended by:

1. revising Sections 4.01 to provide that six (6) members of Council shall be elected as Council members at large with the Mayor being separately nominated and elected;
2. revising Section 4.02 to provide for separate term limitations on the offices of Mayor and Council member at large; and

3. revising Section 4.04 to provide that the City Council candidate receiving the highest number of votes at the most recent November general election in an off numbered year shall serve as Vice Mayor for a two (2) year term and further providing that any tie votes in any Council election shall be resolved by a coin flip in the presence of the person then serving as Mayor or in the presence of two other members of Council.

SECTION III.

A majority vote shall be necessary for adoption of this question. If adopted, this amendment will be effective on certification of the election results.

SECTION IV.

Notice of the time and place of holding such election shall be given as required by law. The full text of the proposed amendment shall be published one (1) time per week for not less than two (2) consecutive weeks in a newspaper of general circulation in the City of Beavercreek, with the first publication being not less than fifteen (15) days prior to the election at which the amendment is to be submitted to the electors.

SECTION V.

The Clerk of Council shall certify this Ordinance to the Greene County Board of Elections by 4:00 p.m. on August 10, 2016.

SECTION VI.

Passage of this Ordinance shall require the affirmative vote of five (5) members of this Council as required by Article XVIII, Section 9 of the Ohio Constitution and Section 13.08 of the Charter.

SECTION VII.

It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that any and all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including, but not limited to Section 121.22 of the Ohio Revised Code.

ADOPTED by the Council of the City of Beavercreek, Ohio this _____ day of _____, 2016.

MAYOR

ATTEST:

CLERK OF BEAVERCREEK COUNCIL

PREPARED BY: CITY ATTORNEY

SUMMARY

THIS ORDINANCE PROVIDES FOR THE SUBMISSION TO THE ELECTORATE OF AMENDMENTS OF THE CHARTER OF THE CITY OF BEAVERCREEK, OHIO, AND TO PLACE THE SAME ON THE BALLOT AT THE GENERAL ELECTION, NOVEMBER 8, 2016.

SECTION 4.01. POWERS; NUMBER.

Except as provided in this Charter with regard to initiative and referendum, all legislative powers of the City of Beavercreek shall be vested in a Council consisting of seven (7) members. ~~Six (6) All~~ members shall be nominated and elected at large by the qualified electors of the City ~~and the Mayor shall be separately nominated and elected.~~

SECTION 4.02. SELECTION; TERM.

~~All~~ **Six (6) Council** members shall be elected **as Council members at large** to four (4) year terms on a rotation of ~~four (4) three (3)~~ members selected in one election and three (3) members selected in the next. This rotation will begin with ~~four (4) three (3)~~ persons being selected ~~in at the 1994 2019~~ November general election and three (3) selected ~~in at the 1993 2021~~ November general election and will continue at the November general election subsequent off numbered years. **The Mayor shall be selected by separate ballot to a four (4) year term beginning at the 2019 November general election.**

(A) Term Limitation

- (1) ~~In no case shall any person be elected to either the office of council member, mayor, or a combination of the two offices, for~~ **Separate term limitations are imposed on the offices of Mayor and Council member at large. A Person may be elected to no more than two (2) consecutive terms of four (4) years each; as a Council member at large and a person may be elected to no more than two (2) consecutive terms of four (4) years each as Mayor, provided that the term served in filling a vacancy or unexpired term shall not be considered as part of the two (2) consecutive terms of four (4) years each for the purposes of calculating term limitations.**
- (2) ~~Following the election No person who has been elected to two (2) consecutive terms as either a Council member, mayor, or a combination of the two offices, no person shall immediately thereafter be eligible for election to either office, or a combination thereof, shall be appointed to fill a vacancy or unexpired term as Council member at large until a period of one (1) term consisting of four (4) years has elapsed since that same person last held office as Council member.~~
- (3) ~~No person who has been elected to two (2) consecutive terms as Council member, Mayor, or a combination of the two offices, shall be appointed to fill a vacancy or unexpired term as Mayor until a period of one (1) term consisting of four (4) years has elapsed since that same person last held office as either Council member or Mayor.~~
- (4) ~~Present members already elected to more than two (2) consecutive terms as either council member, mayor, or a combination of the two offices, shall finish the present term to which they were elected. This Charter amendment shall become effective with the separate ballot for office of Mayor at the November 2019 general election by the electors. In determining whether someone who currently serves may be elected at future elections,~~

the terms of service to which one was elected prior to the enactment of this section shall not be considered for purposes of term limitations.

This proposed Charter amendment shall become effective from the time of its approval by the electors and shall apply to all present council members and mayor.

SECTION 4.03. QUALIFICATIONS.

Each Council member shall be at the time of election or appointment, and shall remain throughout the term of office, a qualified elector of the City.

SECTION 4.04. OFFICERS OF THE COUNCIL.

The City Council candidate receiving the highest number of votes from City electors at the most recent November general election in an odd-numbered year will be the Mayor and will serve as such for the first two (2) years of his or her term. The candidate receiving the second highest number of votes at that election will be the Vice Mayor and will serve for the same two (2) years in that capacity. Tie votes in any Council election shall be resolved by a coin flip in the presence of the person then serving as Mayor or in the presence of two other members of Council. **The officers of the Council shall be the Mayor and Vice Mayor.**

- (A) Mayor. The Mayor shall have the right to vote on all issues before the Council but shall have no power of veto. In addition to the powers, right and duties as a Council member, the Mayor shall preside at meetings of the Council, shall be recognized as head of the city government for all ceremonial purposes, by the Governor for purposes of military law, and by the courts for civil process involving the City. The Mayor is recognized as the Chief Executive Officer [Executive Officer] as required by the Ohio Revised Code for purposes of declaring an emergency, but not for any action other than as required by declared emergencies. The Mayor may by ordinance have judicial powers and shall perform all other duties prescribed by ordinance or by resolution of the Council not inconsistent with the provisions of this Charter.
- (B) Vice Mayor. The Vice Mayor shall exercise all the power and perform all the duties of the Mayor in case of temporary absence or disability. Should the office of Mayor become vacant, the Vice Mayor shall succeed to that office. If the office of Vice Mayor becomes vacant, the successor Vice Mayor shall be the member who received the next higher number of votes at the most recent rotation election of Council members. If it is not possible to identify a successor in that manner, the Council shall choose a new Vice Mayor at its next regular meeting. **The City Council member at large receiving the highest number of votes from City electors at the most recent November general election in an off numbered year will be the Vice Mayor and will serve as such for the first two (2) years of his or her term. In the event of a vacancy in the office of Mayor, the Vice Mayor will serve as Mayor until such time as a person is selected to fill the vacancy of Mayor.**

(C) **Tie Votes.** Tie votes in any Council election shall be resolved by a coin flip in the presence of the person then serving as Mayor or in the presence of two other members of Council.

SECTION 4.05. PROHIBITIONS.

- (A) *Holding Other Offices.* Except where authorized by this Charter, Council members shall neither hold any other city office except as a representative of the City as authorized by the Council nor hold any employment by the City government during the term for which said Council members were elected or appointed.
- (B) *Appointment and Removals.* Neither the Council nor any of its members shall in any manner dictate the appointment of any city officers or employees, except by approving or disapproving appointment of department directors under this Charter, nor dictate the removal of any city officers or employees; but the Council, as a body meeting with the Manager, may express its views, and fully and freely discuss with the Manager anything pertaining to appointment and removal of such officers and employees.
- (C) *Interference with Administration.* Except for the purpose of inquiries and investigations permitted under this Charter, the Council or its members shall deal with the city officers and employees who are subject to the direction and supervision of the Manager solely through the Manager, and neither the Council nor its members shall give any orders to any such officer or employee, either publicly or privately.

SECTION 4.06. JUDGE OF QUALIFICATIONS.

The Council shall be the judge of the election and qualifications of its members and the existence of the grounds for forfeiture of their office and for that purpose shall have power to subpoena witnesses, administer oaths, and require the production of evidence. A member charged with conduct constituting grounds for forfeiture of office shall be entitled to a public hearing on demand, and notice of such hearing shall be published one time in one or more newspapers or public media forum or other printed publication regularly distributed of general circulation in the City at least seven (7) days in advance of the hearing. If the Council determines that grounds for forfeiture of office exist, the position shall be declared vacant by an affirmative vote of the majority of the remaining members of the Council.

SECTION 4.07. VACANCIES; FORFEITURE OF OFFICE; FILLING OF VACANCIES

- (A) *Vacancies.* The office of a Council member or Council member-elect shall become vacant upon death, resignation, forfeiture, or removal from office in any manner authorized by this Charter.
- (B) *Forfeiture of Office.* A Council member shall forfeit office if he/she: (1) lacks at any time during the term of office any qualifications for the office prescribed by this Charter; (2) violates any express prohibition of this Charter to such an extent as to warrant forfeiture of office; (3) is convicted of a felony; (4) fails to attend three (3) consecutive regular meetings of the Council without being excused by the Council.

- (C) *Filling of Vacancies.* Vacancies in the office of a Council member shall be filled within sixty (60) days following the occurrence of the vacancy by a vote of the majority of the remaining members of the Council. If the Council fails to fill any vacancy within sixty (60) days following the occurrence of the vacancy, the power of the Council to fill the vacancy shall lapse; and the Clerk of Council, by authority of this Charter, shall request the Board of Elections of Greene County to hold an election to fill the vacancy. Such election shall be held at the next general election or special election already scheduled, and such general or special election shall occur at least ninety (90) days after the date of the request to the Greene County Board of Elections by the Clerk of Council. The individual elected in such election shall take office immediately following election certification by the Board of Elections and shall serve for the balance of the unexpired term.

Any appointee under this section shall qualify under the provisions of this Charter, and shall serve until a successor for the term is certified at the next November general election whether in an odd or even year, which occurs at least one hundred (100) days after his or her appointment (so as to allow nominating petitions to be filed by the ninety (90) day deadline before such an election). That election shall be held to determine what person is elected to serve for the balance of the unexpired term.

In the event of a vacancy occurring between the time of election of a Council member-elect in a November general election and the time of taking office for that Council member-elect, the vacancy shall be filled in the manner provided for in this charter by the newly elected Council and at or following the first meeting of Council on or subsequent to the first day of January after such November general election.

SECTION 4.08. PROCEDURES.

- (A) *Meetings.* A quorum of the Council shall be present to conduct official business. A majority of the members of the Council shall constitute a quorum. The Council shall meet regularly at least once every month at such times and places as the Council may prescribe. Special meetings may be held on the call of the Mayor or of four (4) or more members of the Council and, whenever practicable, upon no less than twelve (12) hours notice to each member.
- (B) *Rules.* The Council shall determine and may amend its own rules and order of business in conformity with the requirements of this Charter.
- (C) *Voting.* Votes shall be taken by voice or by show of hands. A roll-call vote shall be conducted if requested by any member of Council. Votes shall be recorded in a journal. Faced with the lack of a quorum, a smaller number of the members of the Council may convene and may compel the attendance of absent members in the manner, and subject to the penalties, prescribed by the rules of the Council, and may adjourn to a subsequent date.

SECTION 4.09. INVESTIGATIONS.

The Council may make investigations through and with the Manager into the affairs of the City and the conduct of any city department, division, board, or commission. For this purpose the Council shall establish investigative procedures by ordinance. The Council shall provide by ordinance the penalties for

the failure or refusal of any person to obey a lawful order issued in the exercise of its investigative powers and establish procedures for enforcement

SECTION 4.10. COMPENSATION.

- (A) *Salary of the Council.* Members of the Council shall receive an annual salary in the amount of \$2,000.00 until such amount is changed by the Council in accordance with the provisions of this Charter.
- (B) *Increases and Expenses.* The Council may increase or decrease the salary of its members by ordinance. The Mayor and Vice Mayor shall receive no additional compensation for their duties. No member of the Council shall benefit from any increase in salary during such member's current term of office. Any ordinance changing the salary of members of the Council shall be adopted no later than June first of any odd numbered year. Council members may, by resolution, stating the exact purpose thereof, receive their necessary and reasonable expenses incurred in the performance of their official duties.

SECTION 4.11. CLERK OF COUNCIL.

There shall be a Clerk of Council selected by an affirmative vote of four members of the Council. The Clerk shall be chosen from outside the membership of the Council. The Clerk shall give notice of Council meetings, advertise public hearings, record in journals all ordinances, and resolutions approved by the Council, and see that such enactments are published as required by this Charter. The Clerk shall also perform such other duties as may be assigned by this Charter, or by ordinance or resolution of the Council. The Clerk may be appointed to serve full or part time and shall receive a salary as established by ordinance for rendered services. Any employee of the City may be assigned the duties of the Clerk of Council. The Clerk may be removed by an affirmative vote of four members of the Council.

SECTION 4.12. INDEPENDENT AUDIT.

The Council shall provide for an independent annual audit of all City accounts and may provide for more frequent audits as they determine necessary. Such audits shall be made by a certified public accountant or firm of accountants who have no personal interest, direct or indirect, in the fiscal affairs of the City of Beavercreek or any of its officials. If the State of Ohio makes an audit, it may be accepted by the Council as satisfying the requirements of this section.

ORDINANCE NO.

CITY OF BEAVERCREEK

SPONSORED BY COUNCIL MEMBER _____ ON THE _____ DAY OF _____, 2016.

AN ORDINANCE REPEALING CURRENT SECTION 31.01 "REIMBURSEMENT OF COUNCILMEMBERS FOR EXPENSES" OF THE CITY OF BEAVERCREEK CODE OF ORDINANCES, AND ADOPTING NEW SECTION 31.01 "REIMBURSABLE EXPENSES OF COUNCIL MEMBERS" OF THE CITY OF BEAVERCREEK CODE OF ORDINANCES.

WHEREAS, Section 31.01 of the City of Beavercreek Code of Ordinances sets forth certain expenses for which Council members can be reimbursed when those expenses are incurred in the performance of official duties; and

WHEREAS, the City Council has determined that it would be in the best interest of the City to update Section 31.01 of the City of Beavercreek Code of Ordinances.

NOW, THEREFORE, THE CITY OF BEAVERCREEK, HEREBY ORDAINS:

SECTION I.

Current section 31.01 "REIMBURSEMENT OF COUNCILMEMBERS FOR EXPENSES FOR COUNCIL MEMBERS" of the City of Beavercreek Code of Ordinances is repealed, and new section 31.01 "REIMBURSABLE EXPENSES OF COUNCIL MEMBERS" is hereby enacted as follows with new language in **bold** and text to be deleted in ~~strikeout~~:

§ 31.01 ~~REIMBURSEMENT OF COUNCILMEMBERS FOR EXPENSES~~ REIMBURSABLE EXPENSES OF COUNCIL MEMBERS.

Members of Council shall be reimbursed for certain necessary and reasonable expenses incurred in the performance of their official duties. Reimbursement authorized by this resolution **provision of the Code** shall be ~~limited to~~ **for** the following particular expenses:

- (A) For use of their personal automobiles ~~outside the city~~ to attend meetings of organizations to which they serve as representatives by designation of

this Council, or for which they are attending as a responsibility of the City.

(B) For long distance telephone calls made in carrying out their duties as Councilmembers **Council members**.

(C) For transportation, food and other incidental expenses of attending educational presentations by the Ohio Municipal League and similar organizations, but only to the extent attendance at any particular meeting is authorized by subsequent passage of a motion by this Council related to their position as a Council member.

(D) For any other expenses approved and authorized for reimbursement under the City of Beavercreek Travel Policy.

SECTION II.

It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that any and all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including, but not limited to Section 121.22 of the Ohio Revised Code.

SECTION III.

This Ordinance shall take effect at the earliest date allowed by law.

PASSED this _____ day of _____, 2016.

MAYOR

ATTEST:

CLERK OF BEAVERCREEK COUNCIL

PREPARED BY: CITY ATTORNEY

SUMMARY

THIS ORDINANCE REPEALS CURRENT SECTION 31.01 "REIMBURSEMENT OF COUNCILMEMBERS FOR EXPENSES" OF THE CITY OF BEAVERCREEK CODE OF ORDINANCES AND ADOPTS NEW SECTION 31.01 "REIMBURSABLE EXPENSES OF COUNCIL MEMBERS" OF THE CITY OF BEAVERCREEK CODE OF ORDINANCES. THIS IS NOT AN EMERGENCY ORDINANCE AND WILL BECOME EFFECTIVE THIRTY (30) DAYS AFTER PASSAGE.

DRAFT

ORDINANCE NO.

CITY OF BEAVERCREEK

SPONSORED BY COUNCIL MEMBER _____ ON THE _____ DAY OF _____, 2016.

AN ORDINANCE REPEALING CURRENT SECTION 31.17 "EXPENSES OF COUNCIL" OF THE CITY OF BEAVERCREEK CODE OF ORDINANCES AND ADOPTING NEW SECTION 31.17 "REIMBURSEMENT OF COUNCIL MEMBERS FOR EXPENSES" OF THE CITY OF BEAVERCREEK CODE OF ORDINANCES.

WHEREAS, Sections 31.17 of the City of Beavercreek Code of Ordinances sets forth certain reimbursement procedures for Council members who incur expenses while performing their official duties for the City of Beavercreek; and

WHEREAS, the City Council has determined that it would be in the best interest of the City to update Section 31.17 of the City of Beavercreek Code of Ordinances.

NOW, THEREFORE, THE CITY OF BEAVERCREEK, COUNTY OF GREENE, OHIO, HEREBY ORDAINS:

SECTION I.

Current section 31.17 "EXPENSES OF COUNCIL" of the City of Beavercreek Code of Ordinances is hereby repealed, and new section 31.17 "REIMBURSEMENT OF COUNCIL MEMBERS FOR EXPENSES" is hereby enacted as follows with new language in bold and text to be deleted in ~~strikeout~~.

§ 31.17 ~~EXPENSES OF COUNCIL~~ **REIMBURSEMENT OF COUNCIL MEMBERS FOR EXPENSES.**

Members of Council shall be reimbursed for certain necessary and reasonable expenses incurred in the performance of their official duties. All Council members shall substantiate all expenses incurred in connection with official duties in all cases. Mileage shall be reimbursed at the rate established by the city for actual miles traveled outside the city limits. If such travel was by some method other than automobile, the amount of reimbursement shall be the actual charges in connection with such travel and supported by appropriate receipt. Reimbursement for expenses incurred by Council members shall be in accordance with the City of Beavercreek's Travel Policy and as follows:

~~(A) Councilmembers may, by resolution, stating the exact purpose thereof, receive their necessary and reasonable expenses incurred in the performance of their official duties.~~

~~(B) Expenses incurred in performance of duties within Greene and Montgomery counties shall not exceed \$20 per month per member. In the event that expenses exceed this limit, Council approval is required before reimbursement can be made.~~

~~(C) Expenses incurred in the performance of duties outside Greene and Montgomery counties shall be approved in advance by Council at which time the upper limit for the expenses shall be established.~~

~~(D) In any case where it may be advisable for an official to represent the city at an event outside Greene and Montgomery counties, where sufficient notification of the event precludes prior Council approval, an aggregate sum of \$100 per year per member shall be established as the maximum limit for expenses incurred in these events.~~

~~(E) All expense claims, including those made on behalf of any member by the city, shall be submitted to the Director of Finance on a monthly basis not later than the fifteenth day of the month following the incurring of the expenses. Copies shall be distributed to members of Council as soon as practical.~~

~~(F) Necessary telephone expenses will be paid.~~

(A) Expenses and/or travel must be related to the conduct of City business and represent a direct benefit to the City or where the Council member is representing the City in their official capacity.

(B) Council members have the duty to avoid impropriety, or even the appearance of impropriety, with respect to any expenses incurred by any Council member.

(C) Council members should incur the lowest reasonable travel expenses and exercise the same care in incurring expenses that a prudent person would exercise if expending their own personal funds.

(D) Examples of expenses that would meet this requirement include use of personal vehicle, reasonable meal and entertainment expenses, and reasonable telecommunications expenses, including a monthly stipend for cell phone equipment and usage.

(E) Examples of travel that would meet this requirement include, but are not limited to seminars and conferences offered by the National League of Cities, Ohio Municipal League, and similar conferences.

(F) Council members who are committee members or officers of the National League of Cities, Ohio Municipal League and/or similar organizations shall be reimbursed for all annual travel budget expenses within their allocation necessary for attendance at special meetings to remain on the committee or in office.

(G) Mileage while using a personal vehicle shall be reimbursed at the rate established by the City of Beavercreek's Travel Policy for actual miles traveled. If such travel was by some method other than automobile, the amount of reimbursement shall be the actual charges incurred in connection with such travel and supported by appropriate receipt.

SECTION II.

It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that any and all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including, but not limited to Section 121.22 of the Ohio Revised Code.

SECTION III.

This Ordinance shall take effect at the earliest date allowed by law.

SECTION III: This Ordinance shall take effect at the earliest time allowed by law.

PASSED this _____ day of _____, 2016.

MAYOR

ATTEST:

CLERK OF BEAVERCREEK COUNCIL

PREPARED BY: CITY ATTORNEY

SUMMARY

THIS ORDINANCE REPEALS CURRENT SECTION 31.17 "EXPENSES OF COUNCIL" OF THE CITY OF BEAVERCREEK CODE OF ORDINANCES AND ADOPTS NEW SECTION 31.17 "REIMBURSEMENT OF COUNCIL MEMBERS FOR EXPENSES" OF THE CITY OF BEAVERCREEK CODE OF ORDINANCES. THIS IS NOT AN EMERGENCY ORDINANCE AND WILL BECOME EFFECTIVE THIRTY (30) DAYS AFTER PASSAGE.

Potential Reimbursement Costs for Council Members

Council Training Opportunities

\$	175	Miami Valley Regional Planning (MVRPC) Annual Spring Dinner 25 X 7=\$175
\$	315	MVR Planning & Zoning Workshop 7X45= \$315
\$	200	Municipal Leadership Training 2 X 100 = \$200
\$	230	OML Legislative Luncheon 1X50, 6X30 = \$230
\$	280	MV Mil. Affairs Membership Dinner 40X7=\$280
\$	22	Greater Dayton Mayors & Mgrs. Dinner 1 X 22
\$	1,100	National League of Cities Travel
\$	750	Ohio Municipal League Travel
\$	120	MVCC New Council Training 30X4=\$120
\$	240	OML New Elected Council Member Training 60X4=\$240
\$	560	Miami Valley Military Affairs Association Membership 80X7=\$560
\$	450	Mileage for City Business 1,000 @ .45
\$	245	Annual Ohio Ethics Filing 7 @ \$35
\$	140	Chamber of Commerce Award Banquet 4 @ \$35
\$	4,827	Subtotal

Conferences:

Ohio Municipal League of Cities

City Summit	Pittsburg	Nov 16-19th
Estimated Cost		
Registration	\$ 545.00	\$460 1st time attendee
Hotel	\$ 800.00	4 nights est. \$200
	\$ 180.00	Meals @ 4 Days \$45
	\$ 225.00	Mileage 500 RT @ .45
	\$ 1,750.00	

Ohio Municipal League

City Summit	Columbus	Oct 16-19th
Estimated Cost		
Registration	\$ 175.00	
Hotel	\$ 740.00	4 nights est. \$185
	\$ 180.00	Meals @ 4 Days \$45
	\$ 67.50	Mileage 150 RT @ .45
	\$ 1,162.50	

Fly-In Washington, D.C.

Estimated Cost		
Registration	\$1,300.00	2 nights includes hotel, event, transportation to and from event
	\$500.00	Airfare
	\$135.00	Meals@ 3 Days \$45
	\$60.00	Additional Travel (to/from hotel/airport @ \$30 ea. way)
	\$1,995.00	

CITY OF BEAVERCREEK, OHIO
RESOLUTION NO. 12-48

SPONSORED BY COUNCIL MEMBER Kitteral ON
THE 26th DAY OF NOVEMBER, 2012

ADOPTING A RESOLUTION UPDATING THE CITY OF
BEAVERCREEK'S TRAVEL POLICY AND REPEALING
RESOLUTIONS 07-18 AND 07-30 DEALING WITH THE SAME
SUBJECT.

WHEREAS, the State Auditors have recommended a change in the City's Travel
Policy; and

WHEREAS, the policy has not been revised or updated since the original
Resolution (07-18) amended with Resolution 07-30 on May 29, 2007; and

WHEREAS, the meal allowance, procedures, internal controls and the forms
required to be completed were updated;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE
CITY OF BEAVERCREEK, GREENE COUNTY, STATE OF OHIO, THAT:

SECTION I.

The Beavercreek City Council hereby approves and adopts the new Travel Policy,
a copy of which is attached hereto and incorporated herein as Exhibit "A" and authorizes
the implementation of the Policy.

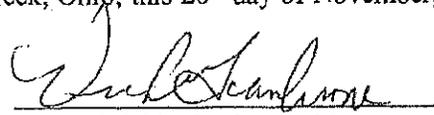
SECTION II.

The Beavercreek City Council hereby repeals Resolutions 7-18 and 7-30.

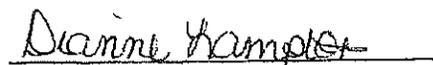
SECTION III.

This Resolution shall go into effect upon its passage as provided by law and by
the Charter of this City.

ADOPTED by the Council of the City of Beavercreek, Ohio, this 26th day of November,
2012.


Vicki Giambrone, Mayor

ATTEST:


Dianne Lampton, Clerk of Council

**CITY OF BEAVERCREEK
TRAVEL POLICY**

PUPROSE

The purpose of this policy is to define authorized reimbursable expenses incurred while traveling on City business and to control the expenditure and reimbursement of such expenses. Elected officials, commission members (i.e. planning), and all other employees of the City of Beavercreek who are required to travel on City business shall be reimbursed for expenses incurred in accordance with the provisions of this policy.

OBTAINING AUTHORIZATION FOR TRAVEL

The City Manager must pre-approve all travel related expenses that require an overnight stay. Reimbursement of travel related expenses will be processed upon approval of the Department Director and the Financial Administrative Services Director based on completion of the Travel Approval Request/Reconciliation Form. Travel by elected officials does not require advance City Manager approval, but remains subject to the Travel Policy in all other aspects.

The following procedures will be used for trips requiring approval of the City Manager.

- A. Use of the Travel Approval Request/Reconciliation Form (TRF) is mandatory for all travel related expenses that require an overnight stay. The TRF is used to obtain approval for estimated travel costs and when necessary to request advance payment for registration, lodging, etc. The post travel reconciliation portion of the TRF is completed when traveler returns from the trip. (See Exhibit A.)
- B. The TRF must be completed by traveler prior to traveling. All appropriate blanks must be completed, including the detail of estimated expenses by expense category on the left hand portion of the form.
 1. Be sure and identify any expenses for which pre-payment by check is required.
 2. Officials and employees attending conventions should submit a copy of the convention/seminar's program or other evidence showing name, dates, location, along with an itemization of what's included in the registration fee (i.e. meals, trips, etc.) Travelers will not be reimbursed for any meals that are included as part of the registration fee.
 3. When a check is needed for prepayment of travel expense(s), send a copy of the authorized TRF along with supporting documentation to the Finance Department for payment.
- C. Prior to sending the TRF to Finance, the Department Director will verify that funds have been budgeted for this trip. After the Department Director signs and dates the TRF, it will be sent to the Finance Department for funding verification and approval. (Note: All travel related expenses should be coded as 3810, Registration and Other Related Travel Expenses.) The TRF will then be forwarded to the City Manager for final approval. The original TRF will be returned to the traveler once it is approved by the City Manager.

DAY TRIPS/TRAINING

Expenses incurred for local travel (conferences, meetings, luncheons, local mileage, etc.) can be submitted for reimbursement using the Mileage & Other Small Reimbursements Request Form. (See Exhibit B.) Note: Travel expense reimbursements totaling \$30 or less will be processed as a petty cash disbursement.

REQUESTING REIMBURSEMENT OF TRAVEL EXPENSES

- A. Upon return from the trip, complete the "Post Travel Reconciliation" portion of the TRF by documenting actual daily expenses incurred during trip. Attach to TRF original receipts of all expenditures such as hotel bills, airline tickets, meals and other receipts for all authorized expenditures. Use additional sheets if necessary. Expenses not prepaid via check or purchasing card should be listed in the "Expenses Reimbursable to Employee" column.
- B. Send the TRF to the Finance Department after the employee and Department Director have signed off on the Post Travel Reconciliation portion of the form. The completed TRF will be reviewed and approved by the Financial Administrative Services Director. Should actual expenses exceed the estimated amount by 25%, the City Manager will also be required to approved the TRF. A check will be issued in the next Accounts Payable run for any reimbursements due the employee. An employee who does not submit a completed TRF within thirty (30) days of their trip may forfeit reimbursement for any employee paid expenses.

ALLOWABLE EXPENSES

Officials and employees are expected to use good judgment when traveling on City related business. The following list of expense classifications provides guidance for determining expenses which are appropriate for travel on City business. Specifically prohibited are reimbursements for purchases of personal items, alcoholic beverages and entertainment not scheduled as part of a seminar or convention program. Also prohibited are reimbursements for expenses of family members who accompany an employee on a trip. In the latter case, the expense report must be prepared in such a way to reflect only allowable expenses incurred by employee.

Transportation

The method and class of travel selected shall be in the best interest and most economical for the City.

1. Air Travel
Airline reservations should be made directly with the airline and should be made as far in advance of a trip as possible to enable the City to obtain the lowest air fare available. "Coach" should be the chosen method of travel with an airline. A receipt or invoice is required for reimbursement.

Pursuant to Ohio Ethics Commission Advisory Opinion No. 91-10, "no City employee or other public official may accept, solicit or use their authority or influence of position to secure, for personal travel, a discounted or free "frequent flyer" airline ticket or other benefit derived from the purchase of an airline ticket that was obtained for the use in official travel by the City of Beavercreek."

Unused portions of airplane, railroad or bus tickets are subject to refund and all steps necessary to secure such refunds shall be taken by the traveler.

2. Ground Travel – Private Vehicles

If an employee uses a personal vehicle for city business, the employee is eligible for reimbursement at the City's current allowance (contact the Finance Department for the current rate). The allowance is to cover operating expenses, cost of gasoline, depreciation of vehicle, insurance, etc. If an employee receives a car allowance, reimbursement will be made for round trip distances of 50 miles or more.

If more than one City employee or public official travel together in a private vehicle, only the owner of the vehicle will be reimbursed for allowable mileage.

3. Ground Travel – City Vehicles

When a City vehicle is used, the vehicle should be fueled prior to departure at the City's fuel island. Receipts must be submitted to receive reimbursement for additional expenditures for gas, oil or emergency repairs.

Note: Calculation of mileage reimbursement shall exclude miles an employee travels to and from work. For example, if an employee leaves home to attend a conference, mileage reimbursed would not include miles an employee travels from home to their daily work location and vice versa.

Parking

Charges for parking and storage of private or city vehicles will be allowed, including airport parking if a receipt is submitted.

Miscellaneous Transportation

Expenses for local transportation, such as taxi or bus fare, will be allowed only when necessary. Receipts must be submitted to receive reimbursement. In all cases, the most economical ground transportation between airport and conference hotel is encouraged (i.e. airport shuttle vs. taxi)

Lodging

Expenses are allowed for lodging when accompanied by a properly executed receipt. Hotel or motel accommodations are limited to medium-priced rooms. When an official or employee is accompanied by a family member, reimbursement shall only be made for the single room rate, which shall be itemized on the hotel or motel receipt. In the event that lodging is within the state of Ohio, be sure and obtain a Sales Tax Exempt Form from the Finance Department prior to travel so that the room won't be billed sales tax.

Communication Charges

Telephone calls, both local and long distance, together with fax charges and internet connectivity are reimbursable when related to official business.

Tips and Gratuities

It is understood that while traveling it is necessary to give gratuities which are reimbursable. Reasonable amounts will be allowed for hotel, transportation, and meal tipping which should be listed separately on original receipts submitted with TRF. Note: Gratuities for meals is included in the meal reimbursement rate. See "Meals" section below for further clarification.

Registration, Fees, Books, etc.

Fees charged for registration at conventions or meetings are eligible for reimbursement. A receipt showing payment should be submitted with the TRF or the Mileage & Other Small Reimbursement form when not traveling overnight.

Meals

A. Out-of-State

Expenses will be allowed for meals with a receipt up to the Federal Government Standard Meal Allowances rate as determined by the Internal Revenue Service. (Current rates can be viewed at www.gsa.gov/perdiem.) Print the page for the location of the meeting and submit with the TRF when estimating travel costs and requesting meal reimbursements). The Standard Meal Allowance includes fees and tips for persons who provide services such as food servers and other incidentals. Receipts shall be required for reimbursement of all meals.

Expenses over the Federal Government Standard Meal Allowance will be allowed when authorized by the City Manager and must be accompanied by the original receipt. Also, organization sponsored functions such as luncheons and banquet charges may be exempted from these limits if approved by the City Manager.

B. Local – Within Ohio

Expenses for meals incurred while representing the City at a meeting of a professional organization will be permitted under the following circumstances:

- 1) Meal reimbursement will be made based on actual cost of meals with maximum reimbursement limited to \$10 for breakfast, \$15 for lunch, and \$20 for dinner. Gratuity is included as part of the meal reimbursement rate.
- 2) Breakfast expenses will be reimbursed when departure time is prior to 6 A.M. or an overnight stay was required the previous day. Dinner will be reimbursed when return time is after 7 P.M. or an overnight stay is required the day of travel.
- 3) Request for reimbursement of local meals incurred in the course of City business with public officials or consultants shall document the purpose of the meeting and who was in attendance.
- 4) Other requests for reimbursement of local meals not covered above require specific authorization by the City Manager and must be properly documented and completed before reimbursement can be made.

Miscellaneous Expenses

Expenses accompanied by a properly executed receipt should be entered into this category and explained, such as parking, telephone/fax, postage, and any other expenses necessary to successful completion of City business.

Purchasing Card

The City's purchasing card may be used for travel (including emergency out of town travel), hotel reservations, and seminar registrations only when prior authorization is given by the City Manager as part of the TRF. All expenses, even emergency expenses, must be in accordance with Administrative Memorandum No 21, Purchasing Card Policies and Procedures and Administrative Memorandum No 28, Purchasing Policy.

If using a Purchasing Card for travel expenses, be sure and attach a copy of the credit card receipt to the completed TRF and keep the original receipt for your purchasing card expense report.

Emergency Travel

Occasionally, officials and employees will be required to travel on City business where time does not allow for prior preparations of an expense estimate. Expenses, when accompanied by a properly executed receipt, will be reimbursed when the City Manager authorizes the emergency travel. Reimbursement may be obtained by turning in a completed TRF to the City Manager along with a written explanation of the circumstances surrounding the trip.

Violation of Policy

Employees found to be abusing the Travel Policy may be subject to disciplinary action up to and including termination, as outlined in the Employee Manual.

City of Beavercreek Travel Approval Request/Reconciliation Form

Name & Department _____
 Purpose of Travel _____
 Destination _____
 Departure Date & Time _____
 Return Date & Time _____
 Expense Account #s _____

Attach receipts for all expenses.

	Approval Request	Post Travel Reconciliation		
	Estimated Expenses	Actual Expenses	Payment Method*	Expenses Reimbursable to Employee
Registration:				
Lodging:				
Airfare:				
Taxi or Rental Car:				
Miles in Personal Vehicle: _____ X \$ 0.45				
Total Meals (Total from Meal Detail below)				

Miscellaneous: List separately

Grand Total	\$	\$		\$

Meal Detail - Estimated					
Estimated	Mon	Tues	Wed	Thur	Fri
Breakfast					
Lunch					
Dinner					
Total/Day					
					Total Meals \$ _____

(Max-Breakfast \$10, Lunch \$15, Dinner \$20 including tip)

Pre-Travel Approvals:

Employee Signature Date

Dept. Director Date

FASD Date

City Manager Date

(Revised 11/12)

Meal Detail - Actual					
Actual	Mon	Tues	Wed	Thur	Fri
Breakfast					
Lunch					
Dinner					
Total/Day					
					Total Meals \$ _____

*Payment Methods: PC= Purchasing Card
 VC=Vendor Check
 EP= Employee Paid Out of Pocket

Employee Signature Date

Dept. Director Date

FASD Date



CITY COUNCIL
Regular Meeting – April 25, 2016 6:00 p.m.
Council Chambers

PROCLAMATIONS

- ◆ Older Americans Month

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE AND MOMENT OF SILENCE – Mayor Stone
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF MINUTES
- VI. ORDINANCES, RESOLUTIONS AND PUDS
 - A. Ordinance 16-07 Z-16-2 Corle Rezoning, R-1A to RO-1 (Second Reading)
 - B. Ordinance 16-___ Direct Election of Mayor (First Reading)
- VII. LIQUOR PERMITS
 - A. Lakes Venture LLC Fresh Thyme Farmers Market (New)
 - B. Max & Ermas Holdings LLC DBA Max & Ermas & Patio (Transfer)
- VIII. CITY MANAGER'S REPORT
- IX. MAYOR'S REPORT
- X. COUNCIL TIME
- XI. CITIZEN COMMENTS
- XII. EXECUTIVE SESSION
- XIII. ADJOURNMENT

DRAFT



CITY COUNCIL
Regular Meeting – May 9, 2016 6:00 p.m.
Council Chambers

1368 Research Park Dr
Beavercreek, Ohio

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE AND MOMENT OF SILENCE – Vice Mayor Vann
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF MINUTES
- VI. ORDINANCES, RESOLUTIONS AND PUDS
 - A. Ordinance 16-07 Z-16-2 Corel Rezoning, R-1A to RO-1 (Third Reading)
- VII. CITY MANAGER'S REPORT
- VIII. MAYOR'S REPORT
- IX. COUNCIL TIME
- X. CITIZEN COMMENTS
- XI. ADJOURNMENT

DRAFT

PLANNING DEPARTMENT STATUS REPORT

April 7, 2016

CITY COUNCIL

April 11, 2016

- PUD 541, Major MOD Flying Ace Express/Starbucks, public hearing
- Z-16-2, 4230 Dayton-Xenia, public hearing, first reading

April 25, 2016

- Z-16-2, 4230 Dayton-Xenia, public hearing, second reading
-

May 9, 2016

- Z-16-2, 4230 Dayton-Xenia, third reading
-

Tabled / Delayed / Pending

-

PLANNING COMMISSION

May 4. 2016

- PUD 16-1, The Cottages of Beaver creek, public hearing
-

June 1. 2016

-
-

Currently Tabled / Delayed

-

Commercial Permits Submitted and Under Review

- Galactic
- BSM Development

BOARD OF ZONING APPEALS

April 13, 2016

-
-

Currently Tabled or Delayed

-
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