

ORDINANCE 2020-50
INTRODUCED BY: GRUBE

4282

AN ORDINANCE
ADOPTING A POLICY REGARDING CARDHOLDER DATA
FOR CREDIT CARD PAYMENTS, AND DECLARING AN
EMERGENCY

WHEREAS, the Village of Chagrin Falls entered into a third-party payer license agreement regarding the Chagrin Falls Violation Waiver Bureau citations with The Baldwin Group, Inc. and as part of that agreement the Village is required to adopt a policy regarding credit card payment data;

WHEREAS, the Village Council has determined, for the time being, since it does not directly process the credit card payments that it should adopt the following policy, which policy will need to be amended as a result of the Village's experience with the use of a credit card system for fees for the Building Department and/or the payment of sewer and water utility bills, when the payments are taken directly by Village employees.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE
OF CHAGRIN FALLS, CUYAHOGA COUNTY, STATE OF OHIO:

Section 1. Attached hereto and made a part hereof as **Exhibit "A"** is a policy to be utilized by all Village employees regarding credit card payments to the Village, which will remain in effect unless and until Council amends the policy once the Village commences direct processing of credit card payments for Village services, citations, permits, and other transactions where payments can be made by credit card. The attached initial Information Security Policy shall be effective upon adoption of this Ordinance.

Section 2. That actions of this Council concerning and relating to the passage of this legislation were adopted in lawful meetings of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal action were in compliance with all legal requirements, including Chapter 114 of the Codified Ordinances of the Village of Chagrin Falls.

Section 3. That in accordance with Section 113.01 of the Codified Ordinances of the Village of Chagrin Falls, public notice of this Ordinance shall be given by posting a copy thereof for not less than fifteen (15) days in the Village Hall.

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Section 4. This Ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health and safety of the inhabitants of the Village and for the further reason that this Ordinance must be made immediately effect so that the Village will be in compliance with its obligation to establish a policy regarding credit card payment data; wherefore, provided it receives the affirmative vote of at least two-thirds (2/3) of all members elected to Council, this Ordinance shall be in full force and effect from and immediately upon its passage and approval by the Mayor, otherwise it shall take effect and be in force after the earliest period allowed by law.

PASSED: November 9, 2020

Erinn W Grube

Erinn Grube, Council President

Submitted to the Mayor for
his approval on this

November 10, 2020

Approved by the Mayor

11/10/2020

William A. Tomko

Mayor William Tomko

I hereby certify that Ordinance No. 2020-50 was duly enacted on the 9th day of November, 2020, by the Council of the Village of Chagrin Falls and posted in accordance with Section 113.01 of the Codified Ordinances of the Village of Chagrin Falls.

David B. Bloom

David Bloom, Clerk of Council

EXHIBIT A

Village of Chagrin Falls

Policy Subject: Information Security Policy

Effective Date: 11/9/2020

Review: Yearly

Amends/Supersedes: Original

I. Policy

The importance of protecting the cardholder data of those persons making credit card payments for Village services, fees, fines or penalties is paramount to conducting effective business, and maintaining the trust of the community. All village employees are responsible for protecting cardholder data from a security compromise.

II. Purpose

To establish the Village of Chagrin Falls' policy for the secure handling of sensitive cardholder data including, but not limited to, magnetic strip data, Primary Account Numbers (PANs), expiration date, and service code, and to come into compliance with The Baldwin Group, Inc. License Agreement to provide software service and support for the Mayor's Court Lite Software.

III. General

- a. The Village of Chagrin Falls contracts with third-party vendors to allow for credit card payments online. The Village does not own/lease equipment designed to process credit card payments on site, nor have systems in place that store cardholder information.
- b. Village employees will not take credit card payments on site or over the phone. Employees will direct persons wanting to make credit card payments to do so online using a personal device.
- c. Should an employee encounter an emergency or extenuating circumstance wherein a Village device is used by a person to make a credit card payment to the Village via the online third-party services, the user will be instructed not to save any cardholder information to the device, except when required by public records laws, and all browsing history will be deleted upon completion.
- d. Cardholder data will not be stored on Village devices in electronic form, nor in Village files in any form, for any reason.

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IV. Sunset Provision

Review of this policy will be conducted on an annual basis by the Police Department and Director of Finance, or as changes necessitate more frequent review. This Security Policy will be reviewed annually with all employees who participate in credit card payment functions.