

Village of Mantua, Ohio
ORDINANCE 2021-54

**AN ORDINANCE AMENDING SECTION 4.9 OF THE VILLAGE OF MANTUA
EMPLOYEE HANDBOOK IN ORDER TO INCLUDE FUEL CARDS IN THE VILLAGE
CREDIT CARD POLICY.**

WHEREAS, the Ohio Auditor of State has released an Advisory Memo recommending that local governments implement policies regarding the use of fuel cards used by employees; and

WHEREAS, this Council wishes to amend the Village's regulations pertaining to use of the Village Credit Cards as contained in Ordinance 2010-24, the Village of Mantua Employee Handbook, in order to include fuel cards.

NOW THEREFORE, BE IT ORDAINED by the Council of the Village of Mantua, Ohio, a majority or more of the members elected thereto concurring, that:

SECTION 1. Section 4.9.J of Ordinance 2010-24 is hereby enacted as set forth in "Exhibit A", attached hereto and incorporated herein by reference.

SECTION 2. All other provisions of Ordinance 2010-24, the Village of Mantua Employee Handbook, shall remain in full force and effect.

SECTION 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with Section 121.22 of the Ohio Revised Code.

SECTION 4. This Ordinance shall become effective after its passage by Council, at the earliest period allowed by law.

PASSED in Council this 19th day of October, 2021.

ATTEST:

Linda Clark, Mayor

Fiscal Officer

Village of Mantua, Ohio
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I hereby certify that a copy of the foregoing Ordinance was duly published by public posting at the five pre-designated posting places within the Village on this the ____ day of October, 2021.

Fiscal Officer

APPROVED AS TO FORM:

Michele Stuck, Solicitor

Village of Mantua, Ohio
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“EXHIBIT A”

Section 4.9 **CREDIT CARD POLICY**

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J. Fuel Cards. The Village maintains fleet fuel cards in each Village-owned vehicle (Police and Service Departments). Employees using the vehicles are authorized to purchase fuel with the fuel cards and their individual identification number and vehicle identification number.

A log is maintained by the Department Head for each vehicle and its corresponding fuel card, and for each purchase the following information is entered:

- Date
- Employee Name
- Vehicle ID
- Odometer Reading
- Gallons purchased

Each vehicle log shall also set out the following vehicle information:

- Date placed in service
- Fuel tank capacity
- Average miles per gallon
- Type of Fuel used

For each fuel purchase, the employee shall turn in the receipt and complete the log information required. The Department head reviews the log on a monthly basis (at the time the bill is presented by the Fiscal Officer) to confirm accuracy and completeness, to reconcile the log with the information provided on the bill (which sets out the vehicle and employee ID and fuel purchase information) and further to identify trends in the data and investigate any anomalies.

Misuse of a fuel card shall be treated as Misuse of a Credit Card as set forth in section 4.9.G, above.