

**AN ORDINANCE ESTABLISHING A POLICY AND PROCEDURE FOR FUEL USE AND DECLARING AN EMERGENCY.**

**WHEREAS, desires to establish a policy and procedure for fuel use;**

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NELSONVILLE, ATHENS COUNTY, OHIO AS FOLLOWS:**

1. Effective April 13, 2021 the city adopts the follow fuel use policy and use procedure:

**Fuel Policy & Procedure**

**Policy**

This policy is to establish rules for the use of bulk fuel allocated to the City of Nelsonville Utility Department fleet.

**Procedure**

Fuel is issued by the City of Nelsonville preferred supplier and all purchased fuel is recorded and tracked. There is a sign out sheet at the tanks to record vehicle id, milage, fuel used, pump readings before and after and driver name. This information aids in monitoring the costs and efficiency of vehicle fleet operation. For reasons of accurate recording of costs and usage and overall control and management of the fleet, bulk fuel is the preferred method of fuel for the Utility fleet and at no time with or without permission is it to be used for personal use. If used for personal use, this is considered theft and can result in termination of employment.

2. This Ordinance is being passed as an emergency measure pursuant to O.R.C. 731.30 because the immediate passage of the Ordinance is necessary because policy and procedure is effective April 13, 2021, and shall be in full force and effect upon its adoption.

Duly enacted by Council upon first reading under suspension of the rules this 12<sup>th</sup> day of April, 2021.

**NELSONVILLE CITY COUNCIL**

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President of Council

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Clerk of Council

First Reading: April 12, 2021, adopted under suspension of the rules