

**Village of Mantua, Ohio**  
**ORDINANCE 2022-09**

**AN ORDINANCE AMENDING CHAPTER 135 OF THE VILLAGE OF MANTUA CODIFIED ORDINANCES RELATING TO THE POSITION OF FISCAL OFFICER, AND DECLARING AN EMERGENCY .**

**WHEREAS**, by passage of Ordinances 2021-49, this Council has abolished the elected office of Village Clerk-Treasurer and established the appointed office of Village Fiscal Officer effective November 1, 2021; and

**WHEREAS**, Chapter 135 of the Codified Ordinances of the Village of Mantua, relating to the former position of Clerk-Treasurer, must now be amended.

**NOW, THEREFORE, BE IT ORDAINED**, by the Council of the Village of Mantua, Portage County, Ohio, two-thirds or more of the members elected thereto concurring, that:

**SECTION 1.** Existing Chapter 135 of the Codified Ordinances of the Village of Mantua is hereby repealed.

**SECTION 2.** Chapter 135 of the Codified Ordinances of the Village of Mantua is hereby enacted as set forth in “Exhibit A”, attached hereto and incorporated herein by reference.

**SECTION 3.** All other provisions of the Village of Mantua Codified Ordinances shall remain in full force and effect.

**SECTION 4.** It is hereby found and determined that all formal action of this Council concerning and relating to the passage if this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in a meeting open to the public in compliance with all legal requirements, including section 121.22 of the Ohio Revised Code.

**SECTION 5.** This Ordinance is hereby declared an emergency measure, effective immediately upon passage in order to ensure that the Village of Mantua Codified Ordinances are consistent with other validly enacted Ordinances of the Village of Mantua.

PASSED in Council this 15<sup>th</sup> day of March, 2022.

ATTEST:

\_\_\_\_\_  
Linda Clark, Mayor

\_\_\_\_\_  
Teresa Criblez, Fiscal Officer

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I hereby certify the above Ordinance was posted at the five (5) public notice locations in the Village of Mantua, Ohio, on the \_\_\_\_\_ day of \_\_\_\_\_ March, 2022.

\_\_\_\_\_  
Teresa Criblez, Fiscal Officer

Approved as to Legal Form:

\_\_\_\_\_  
Michele Stuck, Solicitor

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**“Exhibit A”**

**CHAPTER 135  
Fiscal Officer**

<b>135.01 Fiscal Officer.</b>	<b>135.05 Deadline for requesting purchase orders from the Fiscal Officer’s office at the end of the fiscal year.</b>
<b>135.02 Other Duties</b>	<b>135.06 Payment of certain monthly invoices upon receipt.</b>
<b>135.03 Discretion in paying bills presented late.</b>	<b>135.07 Financial correspondence.</b>
<b>135.04 Designated Accounting System</b>	<b>135.08 Refund of deposits from Park Lodge Rentals.</b>

**135.01 FISCAL OFFICER.**

(a) By passage of Ordinance 2021-49, the Mantua Village Council has established the appointed position of Fiscal Officer pursuant to Ohio Revised Code Section 733.262, and abolished the elected position of Village Clerk-Treasurer.

(b) Employment status, duties and responsibilities, and pay scale for the position of Fiscal Officer are set forth in Ordinance 2021-50 and such other amending or superseding legislation as may subsequently be approved by the Mantua Village Council, except as otherwise set forth in this Chapter.

(c) The phrase “Clerk-Treasurer”, wherever it appears in these Codified Ordinances, shall mean and refer to the Fiscal Officer of the Village of Mantua.

**135.02 OTHER DUTIES**

(a) The Fiscal Officer shall prohibit the overdrawing of any appropriation, and require officers and departments to submit monthly reports of their receipts and expenditures.

(b) At each regular monthly Council meeting, the Fiscal Officer shall report on the Village financial condition, disbursements and accounts, showing the balance due on each fund.

(c) The Fiscal Officer shall maintain a treasury and investment account documenting the investment of funds.

(d) The Fiscal Officer shall certify to the County Auditor all available sources of funds available for expenditure thus allowing the County Budget Commission to amend its certificate of estimated resources.

(e) The Fiscal Officer shall provide certification on all contracts that the amount required to meet the obligation or, in the case of a continuing contract to be performed in whole or in part in an ensuing fiscal year, the amount required to meet the obligation in the fiscal year in which the contract is made, has been lawfully appropriated for such purpose and is in the treasury or in process of collection

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to the credit of an appropriate fund free from any previous encumbrances.

**135.03 DISCRETION IN PAYING BILLS PRESENTED LATE.**

The Village Fiscal Officer is hereby accorded discretion to pay bills not timely presented whenever the Village Fiscal Officer determines, in his/her sole discretion, that such payment should be issued.

**135.04 DESIGNATED ACCOUNTING SYSTEM.**

The designated accounting system, that is the official accounting system of the Village of Mantua shall be the Uniform Accounting Network (UAN).

**135.05 DEADLINE FOR REQUESTING PURCHASE ORDERS FROM THE FISCAL OFFICER'S OFFICE AT THE END OF THE FISCAL YEAR.**

As of the 1<sup>st</sup> of December in each calendar year, no Purchase Orders will be issued unless an absolute emergency has taken place and permission has been granted by the Mayor and Chairperson of the Finance Committee.

**135.06 PAYMENT OF CERTAIN MONTHLY INVOICES UPON RECEIPT.**

Invoices received for the Village of Mantua's electric bills, gas bills, other utilities which are by their very nature routine, or any type of employee health coverage may be paid immediately by the Fiscal Officer upon receipt.

**135.07 FINANCIAL CORRESPONDENCE.**

(a) The Fiscal Officer's Office of the Village of Mantua is hereby established as the sole location in which all financial correspondence is to be directed.

(b) Original invoices shall not leave the office of the Fiscal Officer, however, that office shall provide copies of invoices and statements to whomever requests them.

(c) Each Department Head must sign the original invoices relevant to his/her department's expenditures prior to the monthly Council meeting as the invoices will have been placed on the Bills of Resolution for Council's approval to be paid.

**135.08 REFUND OF DEPOSITS FROM PARK LODGE RENTALS.**

Park Lodge deposits may be refunded immediately by the Fiscal Officer upon inspection and approval of the refund by the Park Lodge Manager.