

**RESOLUTION AUTHORIZING INCREASE IN ANNUAL CREDIT CARD USAGE LIMIT FOR THE ASHTABULA COUNTY ENGINEER'S OFFICE AND THE ASHTABULA COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES, IN ACCORDANCE WITH THE ASHTABULA COUNTY CREDIT CARD USAGE POLICY, SECTION 8.10 OF THE ASHTABULA COUNTY PERSONNEL MANUAL**

WHEREAS, in accordance with Ohio Revised Code Section 301.27, on August 2, 2016 by Resolution 2016-204 the Ashtabula County Board of Commissioners established a Credit Card Usage policy; and

WHEREAS, said policy being amended on August 30, 2017 by Resolution No. 2017-246; and

WHEREAS, on February 2, 2021 by Resolution No. 2021-12FINA, authorization was granted to county departments for the use of county credit cards with limits established and users approved; and

WHEREAS, it has come to the attention of this Board of Commissioners that the Ashtabula County Engineer's Office has requested an increase in their annual credit card limit from \$5,000 to \$10,000 and the Ashtabula County Department of Job and Family Services has requested an increase in their credit card limit from \$5,000 to \$12,000 due to increased travel and gas costs; and

WHEREAS, this Board of Commissioners hereby approve the County Engineer's credit card limit be increased from \$5,000 to \$10,000 and the Ashtabula County Department of Job and Family Services be increased from \$5,000 to \$10,000, with the recommendation to ACDJFS to utilize the gas pumps located at the County Engineer's office whenever possible; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio, that the annual credit card limits for the County Engineer and the Department of Job and Family Services are hereby increased as outlined above.

**ASHTABULA COUNTY COMMISSIONERS  
CERTIFICATION PAGE**

Resolution No. 2022-399

September 08, 2022

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Upon the motion of Kathryn L. Whittington, seconded by Casey R. Kozlowski.

**VOTE:**

J.P. Ducro IV	Aye
Casey R. Kozlowski	Aye
Kathryn L. Whittington	Aye

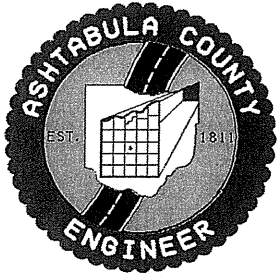
**CERTIFICATE OF CLERK**

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon and duly passed by the Board of County Commissioners of Ashtabula County, Ohio, on the date noted above.



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Lisa Hawkins, Clerk of the Board  
Board of County Commissioners  
Ashtabula County, Ohio



## ASHTABULA COUNTY ENGINEER'S OFFICE

Timothy T. Martin P.E., P.S., County Engineer

Thomas G. Partridge P.E., P.S., Chief Deputy

186 East Satin Street  
Jefferson, Ohio 44047-1419

Phone (440) 576-3707 • Fax (440) 576-3719  
[www.ashtabulacounty.us/engineer](http://www.ashtabulacounty.us/engineer)

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September 2, 2022

Board of County Commissioners  
25 W. Jefferson St.  
Jefferson, Ohio 44047

The County Engineer's Office is requesting an increase for the annual credit card limit on the county credit card.

Due to the increase in travel/ training this year and gas prices, we anticipate exceeding the current limit of \$5000.00. Also, with our pipe vendor closing, we have to haul pipe from Toledo and each trip costs \$150.00 in fuel.

We respectfully ask for the limit be increased to \$10,000.00

Thank you for your assistance in this matter. If you have any questions or need further information, please feel free to contact us.

Sincerely yours,

TIMOTHY T. MARTIN, P.E., P.S.  
County Engineer

Tracey Hurst,  
Administrative Assistant

cc: file



# Ashtabula County Department of Job & Family Services

Patrick J. Arcaro, Executive Director

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ACTS Toll Free Ph: 1-800-445-4140 Fax: 440-994-2041	Job Source / One Stop Ph: 440-994-1234 Fax: 440-992-7826	Social Services / Child Care Ph: 440-994-2050 Fax: 440-994-2025	Financial / Medical Asst. Services Ph: 440-998-1110 Fax: 440-998-1538	Fraud Hot-Line Enforcement Ph: 440-998-1110 Fax: 440-998-1538	Nursing Home Services Ph: 440-994-2050 Fax: 440-994-2059	Child Support Enforcement Ph: 440-994-1212 Fax: 440-994-2016
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September 1, 2022

Ashtabula County Board of Commissioners  
25 W. Jefferson Street  
Jefferson, OH 44047

RE: Increase in Annual Credit Card Usage.

Commissioners -

I am requesting an increase in our annual credit card usage amount from \$5,000 to \$12,000.

As you know, at times throughout the year, we utilize the credit card for travel for multiple staff in a quarter. This card is also used for gas for our two agency vehicles that are used by multiple divisions within the Agency daily. Given the increase in gas prices, and the increase in lodging, it has become difficult to budget each quarter within an annual amount of \$5,000.

Our highest amount for a quarter was around \$3k. Thus, it makes sense to me currently to request an increase to our yearly amount to \$12k, so as not to limit our needs.

Respectfully submitted,

Patrick J. Arcaro  
Executive Director