

**ORDINANCE NO. 21-2023**

**INTRODUCED BY: COUNCIL AS A WHOLE**

**AN ORDINANCE AMENDING PART TWO – ADMINISTRATION, CHAPTER 248 – PURCHASING PROCEDURE, SECTIONS 248.01(C) REQUISITION FOR PURCHASE – PETTY PURCHASE OPTIONS; 248.03(A) & (B) APPROVALS – VERIFICATION & INABILITY TO CERTIFY; 248.06(B) INVOICES – DISCREPANCY BETWEEN INVOICE; 248.07 PREPARATION OF ORDINANCE TO PAY BILLS; AND REPEAL 248.08 – PASSAGE OF ORDINANCE TO PAY BILLS**

**WHEREAS**, Chapter 248 of the current code of the City of Olmsted Falls contains provisions (1) requiring Council to review and approve an itemized list of charge account items in order to pay the City’s bills (*See* Section 248.01(c)); requiring additional and unnecessary Council involvement in the City’s purchasing procedure (*See* Section 248.04); requiring an outdated ordinance mechanism for the payment of routine bills (*See* Section 248.07 and 248.08) and it is appropriate to amend the code to provide for updates to such regulations reflecting current best practices in municipal finance. Now therefore,

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF OLMSTED FALLS, CUYAHOGA COUNTY, OHIO, THAT:**

**SECTION 1.** That Sections 248.01(c) Requisition for purchase – Petty Purchase Options; 248.03(a) & (b) Approvals – Verification & Inability to Certify; 248.06(b) Invoices – Discrepancy Between Invoice; 248.07 Preparation of Ordinance to Pay Bills; and 248.08 of current Chapter 248 are hereby amended to read as shown in “Exhibit A” attached hereto and incorporated herein by reference, and current Sections are therefore repealed and replaced with the language contained in the attached “Exhibit A.”

**SECTION 2.** All prior legislation inconsistent with this legislation in whole or in part are hereby repealed to the extent necessary to avoid conflict with this legislation.

**SECTION 3.** Council finds and determines that all formal actions of this Council relating to the adoption of this Ordinance have been taken at open meetings of this Council; and that deliberations of this Council and of its committees, resulting in such formal action, took place in meetings open to the public, in compliance with all statutory requirements including the requirements of Section 121.22 of the Ohio Revised Code.



## “Exhibit A”

### CHAPTER 248 Purchasing Procedure

#### 248.01 REQUISITION FOR PURCHASE.

(a) Generally. Purchases made under the authority of the City shall be initiated by a requisition for purchase. This form may be initiated and/or prepared by any employee or official of the City but must be signed by the appropriate department supervisor.

(b) Exemptions to the Requisition Requirement. The purchase requisition requirement does not pertain to normal monthly purchases such as utilities, petroleum products for Municipally owned automobiles and trucks, or other services directed by Council during the course of business proceedings, provided that the bid requirement, if applicable, is satisfied and a record of such proceedings appears in the Journal of Council.

(Ord. 52-72. Passed 10-10-72; Ord. 89-78. Passed 1-9-78.)

(c) Petty Purchase Options. For a purchase of up to twenty-five dollars (\$25.00) a Petty Cash Fund, a charge account, or both, may be employed. Council, by ordinance, may establish a Petty Cash Fund in an amount not to exceed one hundred dollars (\$100.00) for an official or a department. However, a Petty Cash Fund for the administration in City Hall may not exceed four hundred dollars (\$400.00). This Fund is to provide reimbursement to all departments, boards and commissions that do not have a Petty Cash Fund. Such Fund may be replenished either when depleted to twenty-five dollars (\$25.00) or monthly. When applying to the appropriate department director to reimburse the Petty Cash Fund, a requisition for purchase shall be submitted. This requisition shall include a complete listing with receipts for all material which has been procured. The appropriate department director shall present the requisition to the appropriate committee of Council for review at such committee's next meeting. The requisition can become a matter of discussion but it cannot be disapproved. The appropriate committee of Council may authorize an official or a department to open a charge account. Such committee shall determine the maximum amount which may be charged during one month, the person or persons who may charge such amounts and any other rules it may deem desirable. The department supervisor shall be responsible for recording, in a manner of his choosing, each item purchased through a charge account, the date, the amount and the person who charged such purchase, where the vendor from whom such purchases are made does not provide this kind of recordation. The periodic statements of the vendor shall be presented to the appropriate committee of Council for review at such committee's next meeting. Such statements can become a matter of discussion but they or individual items upon them cannot be disapproved. In the instance of either option, the requirements of the requisition, the signature of the department supervisor, the verbal quotes and approval by the appropriate department director do not pertain to individual purchases. With a Petty Cash Fund the requisition is for requesting reimbursement only. **AN ITEMIZED LIST OF CHARGE ACCOUNT ITEMS SHALL APPEAR ON THE NEXT MONTHLY PAYMENT LISTING, AS DESCRIBED IN SECTION 248.07.** ~~At the regular Council meeting next after review by the appropriate committee of Council, an itemized list of charge account items shall appear on the ordinance to pay bills.~~ Such itemization does not mean that individual checks must be issued; as much grouping as practical is encouraged. Receipts for procured material and statements from vendors shall constitute the documents to be

assembled by the Finance Director. See Section 248.09(b).  
(Ord. 35-91. Passed 6-11-91.)

#### 248.03 APPROVALS.

(a) Initial Presentation. Requisitions for purchases up to five thousand dollars (\$5,000) may be approved by the supervisor without the approval of Council. A requisition shall be presented to the appropriate department director for a purchase of over five thousand dollars (\$5,000) and up to ten thousand dollars (\$10,000), and to Council. If disapproved, the requisition shall be so marked, signed and dated by the appropriate department director and returned to the department supervisor. If approved, the requisition shall be so marked, signed and dated by the appropriate department director or the Mayor.

(b) Council Disapproval. If Council disapproves the requisition, it shall be returned to the department supervisor, marked "Rejected by Council", with the date and the Clerk of Council's signature.

(c) Recordation. The Clerk of Council shall record the disposition of the requisition, whether approved or disapproved, in the Journal of the Proceedings of Council.  
(Ord. 86-97. Passed 10-14-97; Ord. 62-2021. Passed 12-28-21.)

#### 248.04 PURCHASES.

(a) Verification: Purchase Order and Certification. Monthly utility invoices and other monthly invoices already authorized by Council may be paid immediately upon receipt by the Finance Director. **ALL PURCHASES MAY BE PAID FOR BY THE FINANCE DIRECTOR AFTER AN APPROVAL PROCESS ESTABLISHED BY THE FINANCE DEPARTMENT AND A PURCHASE ORDER HAS BEEN ISSUED. IF COUNCIL APPROVES THE REQUISITION,** ~~Purchases less than two thousand five hundred dollars (\$2,500) may be paid for by the Finance Director after the approval process outlined in Section 248.03 has been completed, and a purchase order has been issued. Council shall ultimately approve such purchases in the manner described in Sections 248.07 and 248.08. For a purchase of over two thousand, five hundred dollars (\$2,500), if Council approves the requisition,~~ it shall be presented to the Finance Director, who shall verify from the vendor the purchase price indicated on the requisition. If verified, the Finance Director shall issue, within three days (excluding Saturdays, Sundays and holidays), a purchase order, bearing the purchase order number, in a sequence of his or her choosing, and including a certificate. Such certificate shall certify that the amount required for the purchase has been appropriated and is in the Treasury or in the process of collection to the credit of the appropriate fund free from any previous encumbrances.

(b) Inability to Certify. If the Finance Director cannot so certify, he or she shall attach a statement to the requisition and shall present a copy of that statement, other than the original, to the Mayor, **THE APPROPRIATE DEPARTMENT DIRECTOR AND THE DEPARTMENT SUPERVISOR, AND COUNCIL IF THE INITIAL REQUISITION WAS APPROVED BY COUNCIL.** ~~the appropriate committee of Council, the appropriate department director and the department supervisor.~~

#### 248.06 INVOICES.

(a) Comparison of Invoice With Requisition. Upon receipt of the invoice from the vendor, the Finance Director shall compare the amount of the invoice with the purchase price indicated on the requisition.

(b) Discrepancy Between Invoice. If the Director discovers a discrepancy, he shall report to the Mayor, ~~the appropriate committee of Council~~, the appropriate department director and the department supervisor, **AND COUNCIL IF THE INITIAL REQUISITION WAS APPROVED BY COUNCIL.**

(Ord. 52-72. Passed 10-10-72.)

**248.07 MONTHLY PAYMENT LISTING PREPARATION OF ORDINANCE TO PAY BILLS.**

At the normal time for the preparation of **THE MONTHLY FINANCIAL REPORT** ~~such ordinances~~, the Finance Director shall complete **A PAYMENT LISTING** ~~an ordinance to pay bills on Ohio Legal Blank Company Form 402 or its equivalent~~, listing all normal monthly **PAYMENTS** ~~bills~~ otherwise authorized by Council and all **PAYMENTS PAID** ~~bills due~~ under the provisions of this chapter, and the total of all such items. These **PAYMENT LISTINGS** ~~ordinances~~ shall have their own numerical sequence, **DOLLAR AMOUNT, PAYEE NAME, DESCRIPTION OF PAYMENT, AND DATE OF PAYMENT.** ~~consisting of the year, in full, followed by a hyphen and the number of the regular Council meeting of the year at which the ordinance is introduced, the first regular meeting in January being number one.~~

(Ord. 52-72. Passed 10-10-72.)

**248.08 PASSAGE OF ORDINANCE TO PAY BILLS.**

~~—An ordinance to pay bills shall require only one reading, and a simple majority vote of Council is the minimum requirement for passage after the one reading. Any bill or group of bills may be held in abeyance or disposed of by alternate means by amendment to this ordinance. Each such ordinance shall be deemed an emergency ordinance if passed by a two-thirds majority.~~

(Ord. 52-72. Passed 10-10-72.)