CHRISTOPHER HALLUM
President of Council

MICHAEL KLINE
Vice President of Council

City of Willoughby Hills

NANCY E. FELLOWS
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ORDINANCE NO. 2020-25

AN ORDINANCE REPEALING AND RESCINDING ORDINANCE NO. 2019-4 AND IN LIEU THEREOF ENACTING A NEW ORDINANCE AMENDING PART ONE – ADMINISTRATIVE CODE, TITLE ONE – GENERAL PROVISIONS, CHAPTER 115 – METHODS OF PURCHASE, OF THE CODIFIED ORDINANCES OF THE CITY OF WILLOUGHBY HILLS; REPEALING CONFLICTING LEGISLATION AND DECLARING AN EMERGENCY.

WHEREAS, in order for the legislative branch to promote sound fiscal management and incorporate proactive fiscal procedures, Council finds it necessary to strengthen the procedures of purchasing by amending Chapter ll5 - Methods of Purchase to incorporate a means of providing and maintaining a system of checks and balances.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF WILLOUGHBY HILLS, COUNTY OF LAKE, STATE OF OHIO THAT:

SECTION 1. The existing Chapter 115 of the Codified Ordinances of the City of Willoughby Hills be, and it hereby is, amended to read and provide in its entirety as follows:

"CHAPTER 115
Methods of Purchase

115.01 PURPOSE.

It is the purpose of this Chapter to establish new policies for authorization to make purchases for any Department of the City for materials, supplies, equipment, labor, professional services or other related items in excess of twenty-five thousand dollars ($25,000) per purchase. These policies will provide a system of checks and balances.

115.02 EXPENDITURES FOR ALL DEPARTMENTS.

The Mayor is hereby authorized to make purchases for any Department of the City for materials, supplies, equipment, labor, professional services or related items up to the amount of twenty-five thousand dollars ($25,000) per purchase, provided that sufficient sums within such Department(s) for such expenditures have been appropriated.

115.03 APPROVAL AND VERIFICATION OF PURCHASE ORDERS.

(a) Completed purchase orders totaling in excess of twenty-five thousand dollars ($25,000.00) are to be signed off initially by the Director of Finance and the Mayor, said signatures indicating Administrative approval and verification that the required funds are available within the Department requesting said purchase(s). A member of the Finance Committee, the President of Council or the Vice President of Council, are hereby authorized to lend his/her signature to purchase order(s) totaling in excess of twenty-five thousand dollars ($25,000.00) said signature serving as approval of said purchase(s) only after the Director of Finance and the Mayor have signed-off on the purchase order(s) indicating approval and verification that the sufficient sum(s) within such Department for such expenditure(s) has been appropriated.

(b) The Finance Department will submit to Council a monthly report of all purchase orders.

115.04 EXCEPTIONS.

(a) Emergency repairs to safety and service equipment and operations, the City's sanitary sewer system and municipal facilities are excluded from prior approval as set forth in Section 115.02. Copies of the purchase order must be provided to the Finance Committee within 72 hours of such service and/or repairs.

(b) Any and all purchases derived from an agreement previously approved through legislation by Council are hereby excluded.

115.05 EXPENDITURES IN THE AMOUNT OF $50,000 OR MORE.

Contracts in the amount of fifty thousand dollars ($50,000) or more shall be subject to competitive bidding as required by State Law. The City shall follow applicable laws regarding any exceptions to competitive bidding as set forth by state statutes."

SECTION 2. All Ordinances or parts thereof in conflict with the provisions of this Ordinance be, and they are hereby repealed as of the effective date of this Ordinance, specifically Ordinance 2019-4, Ordinance No. 2008-1 and Ordinance No. 2017-65 – As Amended.

SECTION 3. The actions of this Council concerning and relating to the passage of this legislation were conducted in lawful meetings of this Council and that all deliberations of this Council and any of its committees that resulted in such formal action were in compliance with all legal requirements including Chapter 107 of the Codified Ordinances of the City of Willoughby Hills.

SECTION 4. This Ordinance constitutes an emergency measure in that the same provides for the immediate preservation of the public peace, heath, safety and welfare of the inhabitants of the City of Willoughby Hills insofar as it provides for the usual daily operation of the Finance Department and to immediately allow for a checks and balance system to be implemented; wherefore this Ordinance shall be in full force and effect from and after its adoption and approval by the Mayor.

PASSED: April 23, 2020

Christopher Hallum
President of Council

Submitted to the Mayor for his approval
on this 23rd day of April, 2020

Approved by the Mayor
April 23, 2020,

ATTEST: Grace J. Mayer
Clerk of Council, Pro Tem

G. Andrew Gardner
Mayor