

City of Willoughby Hills

ORDINANCE NO. 2008 – 1

AN 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 AND REPEALING CONFLICTING LEGISLATION.

WHEREAS, on November 11, 2004 the Council of the City of Willoughby Hills adopted Ordinance No. 2004-56 thereby creating and establishing Chapter 115 – Methods of Purchase; and

WHEREAS, in order for the legislative branch to enhance auditing procedures and provide procedures of purchasing to maintain a system of checks and balances, Council finds it necessary to amend Chapter 115 – Methods of Purchase.

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 – Methods of Purchase 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 policies for authorization to make purchases for any Department of the City for materials, supplies, equipment, labor, professional services or other related items. 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 are to be signed off by the Director of Finance and the Mayor, with said signatures indicating Administrative approval and verification that the required funds are available within the Department requesting said purchase(s).

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

115.04 EXPENDITURES IN THE AMOUNT OF \$25,000 OR MORE.

Contracts in the amount of Twenty-Five Thousand Dollars (\$25,000) or more shall be subject to competitive bidding as required by Section 307.86 of the Ohio Revised Code. The City shall follow applicable laws regarding any exceptions to competitive bidding as set forth by state statutes.

115.05 CREDIT CARD USAGE.

The City recognizes that there are certain purchases that must be made through mail order, internet or local retailers that require posting to a credit card. The City employee must have prior approval from the Department Head or the Mayor for any purchase (See Section 115.02).

- (a) Any credit card purchase must be pre-approved by the Department Head or the Mayor. The Department Head or the Mayor should verify that the line-item budgeted will support such transaction.
- (b) No City credit card will be used for any of the following transactions:
 - 1. cash advances
 - 2. personal services
 - 3. purchase of alcoholic beverages
 - 4. any purchase of a non-public, personal nature or not related to City business
 - 5. refreshments not connected with City business use
- (c) City credit cards used on City travel are governed by the Travel Expense Policy (See Section 157.11).
- (d) The Director of Finance will maintain the control and authority of all City credit cards and the credit cards will be kept in the Finance Department when not in use. The Police and Fire Department designees will be responsible for the credit cards assigned to those departments due to the nature of the “round the clock” operations of both departments. The Director of Finance shall create and maintain a sign-in/sign-out sheet to track usage and possession of card(s).
- (e) When the purchase is complete, the credit card must be returned to the Finance Department by the end of the business day or first thing the following business day. It is understood that there are emergency situations which dictate that the return of the credit card will not be made until the next business day. Every attempt should be made to return the credit card to the Finance Department as soon as physically possible.
- (f) All City employees utilizing the credit card for purchases will return the credit card with the original receipt from the vendor for verification by the Finance Department.
- (g) The loss of a City credit card will be reported immediately to the Director of Finance and the Mayor.
- (h) All City employees will be required to submit a State of Ohio Department of Taxation Sales and Use Tax Exemption Certificate (sample follows this procedure) when making a City purchase.”

SECTION 2. The actions of this Council concerning and relating to the passage of this legislation were conducted in an open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal action were held in compliance with all legal requirements including Chapter 107 of the Codified Ordinances of the City of Willoughby Hills.

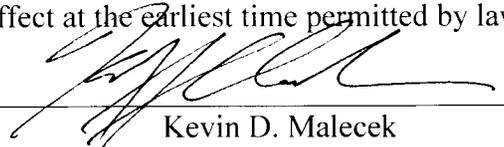
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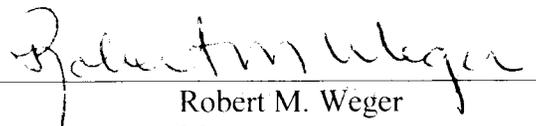
SECTION 3. All Ordinances or parts thereof in conflict with the provisions of this Ordinance be, and they are hereby repealed as of the effective date of this Ordinance.

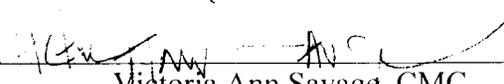
SECTION 4. This Ordinance shall be in full force and take effect at the earliest time permitted by law.

PASSED: 24 , 2008


Kevin D. Malecek
President of Council

Submitted to the Mayor for his approval
on this 24 day of Jan, 2008

Approved by the Mayor
 January 24, 2008

Robert M. Weger
Mayor

ATTEST:

Victoria Ann Savage, CMC
Clerk of Council

ORDINANCE NO. 2008-1

I, Victoria Ann Savage, Clerk of Council for the City of Willoughby Hills, Lake County, Ohio do hereby certify that the foregoing **Ordinance No. 2008-1** was duly and regularly passed by the Council of the City of Willoughby Hills, Lake County, Ohio at a meeting held on **January 24, 2008**.

That this legislation was posted according to law and duly advertised pursuant to Ordinance No.2003-19 in the **Lake County News-Herald** on **January 30, 2008**. Effective date of Legislation: **February 23, 2008**.

Victoria Ann Savage, CMC
Clerk of Council