

ORDINANCE NO. 23-19

CITY OF CENTERVILLE, OHIO

SPONSORED BY COUNCILMEMBER Mrs. Rau ON THE 18th DAY OF November, 2019.

AN ORDINANCE AMENDING THE CENTERVILLE MUNICIPAL CODE, SECTION 210.09 TO INCREASE THE THRESHOLD AMOUNT REQUIRED FOR WRITTEN PURCHASE ORDERS OR CONTRACTS FROM \$25 TO \$500.

WHEREAS, Chapter 210 of the City's Municipal Code regulates contracts and purchases for the City of Centerville; and

WHEREAS, the City of Centerville currently only allows certain purchases under \$25 to be made without a written purchase order or written contract; and

WHEREAS, the City of Centerville desires to allow expenditures up to \$500 be made without a written purchase order or written contract; and

WHEREAS, it is in the best interests of the City to increase the purchasing threshold requirement from \$25 to \$500 to allow more flexibility for the City in purchasing goods or services for the City.

NOW, THEREFORE, THE MUNICIPALITY OF CENTERVILLE HEREBY ORDAINS:

Section 1. That the following amendments to Section 210.09 of the Centerville Municipal Code is hereby enacted as follows with new language to be added in *italics* and text to be deleted in ~~strikeout~~ as provided in Section 5.02 of the Centerville Charter:

210.09 PURCHASE ORDERS AND CONTRACTS.

(a) Whenever informal bidding is followed pursuant to this chapter, the Purchasing Agent shall prepare a purchase order addressed to the successful bidder, directing him or her to supply the goods or services required in accordance with the terms agreed upon. Such purchase order shall be submitted to the Director of Finance for encumbrance and certification and forwarded to the Manager for final approval. Upon final approval by the

Manager, the Purchasing Agent shall distribute copies of the purchase order as follows:

- (1) The original shall be sent to the vendor.
- (2) One copy shall be sent to the department head.
- (3) One copy shall be sent to receiving.
- (4) One copy shall be filed.

(b) Every undertaking by the City involving an expenditure of over ~~twenty-five five hundred~~ dollars (\$500.00~~25.00~~) shall be in writing, in the form of a purchase order or of a contract, as may be appropriate. No officer or employee of the City shall have the authority to enter into any oral agreement involving the expenditure of City funds in excess of ~~twenty-five five hundred~~ dollars (\$500.00~~25.00~~). The Manager shall sign all contracts on behalf of the City, and he or she and the Director of Finance shall sign all purchase orders. The Director of Finance shall certify that the amount required to meet the contract, agreement, obligation, payment or expenditure for the above has been lawfully appropriated, authorized or directed for such purpose and is in the Treasury or in process of collection, free from any outstanding obligation or certification. In the case of a contract that is to continue beyond the current year and to involve expenditures of money in future years, the Director of Finance shall only certify those funds estimated to be paid by the City during the current year.

(c) Purchases under ~~twenty-five five hundred~~ dollars (\$500.00~~25.00~~) may be made by any employee or officer of the City without benefit of a purchase order if approved by the department head. It shall be the responsibility of the department head to insure that sufficient funds are available in the account to which the purchase is to be charged. All receipts for such purchases shall be filed with the Finance Department through the Purchasing Agent.


Section 2: This Ordinance shall be effective from and after the earliest date allowed by law.

PASSED THIS 18th day of November, 2019.



Mayor of the City of
Centerville, Ohio

ATTEST:


Clerk of Council
City of Centerville, Ohio

CERTIFICATE

The undersigned, Clerk of Council of the City of Centerville, Ohio, hereby certifies the foregoing to be a true and correct copy of Ordinance No. 23-19, passed by the Council of the City of Centerville, Ohio on the 18th day of November, 2019.


Clerk of the Council

Approved as to form, consistency
with the Charter and
Constitutional Provisions.
Department of Law
Scott A. Liberman
Municipal Attorney