

**AN ORDINANCE AMENDING O-37-16 THE PURCHASING PROCEDURES FOR THE MUNICIPALITY OF CORTLAND, OHIO**

**WHEREAS**, the Charter of the Municipality of Cortland creates a Department of Finance charged with the responsibility of handling all City funds; and

**WHEREAS**, it is necessary from time to time to amend and update the City's purchasing procedure for handling such funds; and

**WHEREAS**, the Cortland Finance Director and Finance Committee met on Thursday, February 28, 2019 and recommends that the expenditure levels for the Mayor, Finance Director, Service Director, Police Chief, Fire Chief and Clerk of Council be raised from \$2,500.00 to \$5,000.00; and

**WHEREAS**, the expenditure levels identified in Sections 3, 4 and 7 will not exceed \$5,000 while expenditures of \$5,000 or more may require three (3) quotes, if applicable, and will need to be submitted to council for approval through an Ordinance prior to the expenditure save and except for emergency circumstances identified in Section 7.

**NOW, THEREFORE:**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CORTLAND, OHIO:**

**Section 1.** The following Officials are hereby designated as the sole Purchasing Authority for their department: the Mayor for the Municipality Administrative Offices; the Director of Public Service for the Service Department; the Finance Director for the Finance Department; the Chief of Police for the Police Department, the Fire Chief for the Fire Department and the Clerk of Council for Cortland City Council.

**Section 2.** The Purchasing Authority shall have the right to purchase routine supplies, authorize routine equipment repairs, and authorize other routine expenditures within the limits appropriated for each purpose by Council.

**Section 3.** Expenditures intended for, but not limited to capital improvements, equipment acquisitions, or such other Municipal projects which can be defined as a specific plan whose expenditures within the plan are supporting a single endeavor, requiring the expenditure of five thousand dollars (\$5,000) or more whether by single purchase or by a series of purchases whose total exceeds or is anticipated to exceed the sum of five thousand dollars (\$5,000) shall require three (3) quotes, if applicable, submitted for prior approval of Council by Ordinance authorizing the Mayor as its purchasing authority.

**Section 4.** The purchase of equipment, capital improvements and major purchases not provided for in Section 3 herein and exceeding five thousand dollars (\$5,000) require three (3) quotes, if applicable, submitted for the approval of Council by Ordinance authorizing the Mayor as its purchasing authority.

**Section 5.** When an expenditure of more than fifty thousand dollars (\$50,000) is to be made, the regular advertising and contracting procedures required by law shall be used.

**Section 6.** The following purchasing procedure shall be used for routine purchases:

- a. A purchase order form shall be used. This form shall contain space for all necessary bookkeeping information as well as the Finance Director's certificate.
- b. The purchasing authority shall have a purchase order prepared and signed by him for any purchase or expenditure he is authorized to make, and submit same to the Finance Director.
- c. The Finance Director shall then check the unencumbered balance in the fund from which the purchase is to be and if funds are available, shall sign the certification, number and date the purchase order. The original purchase order is retained by the Finance Director.

- d. The Finance Director shall make payment and prepare a voucher for Council review.
- e. Blanket purchase orders shall be issued, up to the amount appropriated, for such continuing purchases as gasoline for vehicles, slag for road maintenance, salt for ice control, etc.
- f. No purchase orders need be issued for "open order" services such as electricity, telephone, salaries, and auditor's deductions for election expenses, workmen's compensation, etc.
- g. As each purchase order is written, the Finance Director shall "encumber" the amount of the purchase in the appropriation ledger. When final payment is made correction should be made for any slight variation between encumbrance and actual payment on the appropriation ledger.
- h. Council and the Purchasing Authority shall receive, periodically, a summary of appropriations, expenditures, encumbrances, and unencumbered balance in the various appropriations.
- i. When any appropriation becomes depleted, or nears depletion, Council shall authorize a transfer of funds, expenditures from that fund shall cease, or Council shall take other measures to main a balance of each appropriation.

**Section 7.** If an emergency requires the expenditure of funds exceeding five thousand dollars (\$5,000), the Mayor shall have authority to approve such, provided the emergency is of a nature that creates a direct and potential threat to the lives and safety of the community.

**Section 8.** All ordinances and parts of ordinances contrary to the provisions of this ordinance shall be and the same is hereby repealed.

**Section 9.** This Ordinance shall take effect and be in full force as early as allowed by law.

**PASSED IN COUNCIL THIS 15<sup>TH</sup> DAY OF APRIL, 2019.**

ATTEST: \_\_\_\_\_  
**CLERK OF COUNCIL**

\_\_\_\_\_  
**PRESIDENT OF COUNCIL**

FILED W/ MAYOR \_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**MAYOR**

**DATE APPROVED** \_\_\_\_\_

**ROLL CALL**

**FIRST READING**

Edwards, aye  
 Fleischer, aye  
 Keller, aye  
 Moore, aye  
 Petrosky, aye  
 Piros, aye  
 Rowley, aye

**SECOND READING**

Edwards, aye  
 Fleischer, aye  
 Keller, absent  
 Moore, aye  
 Petrosky, aye  
 Piros, aye  
 Rowley, aye

**THIRD READING**

Edwards, aye  
 Fleischer, aye  
 Keller, aye  
 Moore, absent  
 Petrosky, aye  
 Piros, aye  
 Rowley, aye

**OFFICIAL SEAL**