

ORDINANCE NO. C-6-83  
(as amended)

AN ORDINANCE TO AMEND SECTION 139.05, 139.05(d) and 139.06 OF  
THE CODIFIED ORDINANCES OF THE CITY TO PROVIDE FOR MORE  
EFFICIENT PURCHASE PROCEDURES AND FUND INVESTMENTS  
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WHEREAS, certain sections of Section 139.05 of the Grove City Codified Ordinances provide a restriction to the exercise of purchasing procedures as provided for in Section 5.14 of the Charter (Amended November 2, 1982); and

WHEREAS, the electorate of the City approved increasing the bid floor to provide for more efficient purchasing; and

WHEREAS, it is deemed necessary by the Director of Finance to seek revisions and additions to the procedures identified in Sections 139.05 and 139.06 of the Codified Ordinances of the City to provide for more efficient operation of the Department of Finance;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GROVE CITY, STATE OF OHIO, THAT

SECTION 1. Section 139.05 of the Codified Ordinances entitled "Purchases; Procedures" which reads:

The Purchasing Agent shall make all purchases and contracts for the purchase of supplies, materials and equipment required by the Municipality and every department thereof. When an expenditure within any department, other than compensation of all persons employed therein exceed one thousand dollars (\$1,000), such expenditure shall first be authorized and directed by ordinance of Council. Such ordinance shall contain a certificate of the Director of Finance that funds are appropriated and available for such expenditure as authorized by ordinance. When so authorized by Council the Purchasing Agent shall make a written contract, as prepared by the Department of Law, with the lowest and best bidder as advertised in the manner provided by the Charter, general law or ordinance. All purchases under one thousand dollars (\$1,000), unadvertised, shall be made in the following manner:-----

IS HEREBY AMENDED TO READ:

The Purchasing Agent shall make all purchases and contracts for the purchase of supplies, materials and equipment required by the Municipality and every department thereof. When an expenditure within any department, other than compensation of all persons employed therein exceeds two thousand five hundred dollars (\$2,500) such expenditure shall first be authorized and directed by ordinance of Council. Expenditures which are estimated to exceed five thousand dollars (\$5,000), shall, in addition to being authorized by Council, be made only after the requirements of the City Charter and State Law with regard to competitive bidding have been complied with. Such ordinance shall contain a certificate of the Director of Finance that funds are appropriated and available for such expenditure as authorized by ordinance. All purchases under two thousand five hundred dollars (\$2,500), unadvertised, shall be made in the following manner:----

SECTION 2. Section 139.05(d) of the Codified Ordinances which reads:

Purchase orders shall be on printed forms as prescribed by the Administrative Assistant and Director. They shall bear consecutive numbers as to date of issue.

IS HEREBY AMENDED TO READ:

Purchase orders shall be on printed forms as prescribed by the Administrative Assistant and Director. They shall bear consecutive numbers as to date of issue. After approval of requisitions, and after the certificate of the Director stating that money is available for such purchase from the proper fund has been signed by the individual, the purchase order, with the price or quotation affixed, shall be issued to the vendor, supplier or person rendering service. A second copy of every purchase order shall be immediately posted to the encumbrance ledger and the sum shall be subtracted from the respective appropriation account. All second copies of purchase orders shall be kept in numerical filing order in the custody of the Director. All purchase orders shall be cosigned by the Director and the Purchasing Agent, if such individual is a person other than the Administrative Assistant.

SECTION 3. Section 139.06 of the Codified Ordinances of the City entitled "Fund Investment" which reads:

Whenever there are moneys in the City treasury which will not be required to be used for a period of six months or more, such moneys may, in lieu of being deposited in a bank or banks, be invested in accordance with the provisions of the Ohio Revised Code. Investments so purchased shall be sold in accordance with the Ohio Revised Code and the interest therefrom shall be credited to the General Fund.

IS HEREBY AMENDED TO READ:

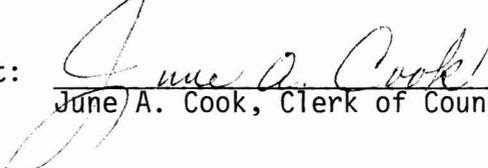
Whenever there are moneys in the City treasury which will not be required to be used for daily transactions, such moneys may, in lieu of being deposited in a bank or banks, be invested in accordance with the provisions of the Ohio Revised Code. Investments so purchased shall be sold in accordance with the Ohio Revised Code and the interest therefrom shall be credited to the General Fund.

SECTION 4. This ordinance shall take effect at the earliest opportunity allowed by law.

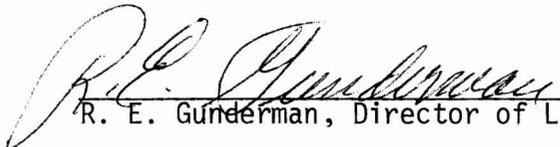
Submitted: 2/7/83  
Passed: 2/21/83  
Effective: 3/23/83

  
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Jack E. Weygandt, President of Council

  
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Robert E. Evans, Mayor

Attest:   
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June A. Cook, Clerk of Council

I Certify that this ordinance is correct as to form.

  
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R. E. Gunderman, Director of Law