

ORDINANCE NO: 129- 2020
INTRODUCED BY: Cotton-Henry

AN ORDINANCE ENACTING NEW SECTION 371.18, "BLANKET PURCHASE ORDERS", OF THE CODIFIED ORDINANCES.

WHEREAS, Ohio Revised Code §5705.41(D)(3) allows political subdivisions to use blanket purchase orders for the payment of lawfully appropriated supplies of political subdivisions, such as the City of Richmond Heights, in place of regular purchase orders;

WHEREAS, the Administration and the State Auditor has recommended that the City establish a maximum amount allowed for blanket purchase orders;

WHEREAS, the Finance Director's purchase order authority is limited by City Charter Section VI-3 to the purchase of supplies for an amount not to exceed \$25,000 without competitive bidding;

WHEREAS, the Mayor's purchase order authority is limited by Codified Ordinance Section 131.04 to an amount not to exceed \$5,000;

WHEREAS, this Council desires to establish a blanket purchase order policy and limitations on blanket purchase order expenditures as shall not exceed the legal limitations as set forth in the Ohio Revised Code, the City Charter and the Codified Ordinances of the City of Richmond Heights;

WHEREAS, the Council finds, determines and declares that this Ordinance is promulgated under the general police power of the City under the Ohio Constitution, for the preservation of the public peace, health, safety and welfare and that it is in the best interests of the City, its inhabitants and visitors, to have the authority to make blanket purchase orders for the purchase of supplies required by the City for the efficient, orderly administration of City government and finds that this Ordinance does not conflict with state law;

NOW, THEREFORE, Be it Ordained by the Council of the City of Richmond Heights, State of Ohio, that:

Section 1. New Section 371.18, "Blanket Purchase Orders," of Chapter 371, "Department of Finance," of the Codified Ordinances of the City of Richmond Heights, Ohio is hereby enacted to read in its entirety as follows:

"137.18 BLANKET PURCHASE ORDERS.

(a) Authority. Upon written request of the Mayor or of Council, the Finance Director is authorized to certify funds for a blanket purchase order in an amount that does not exceed the amount that has been lawfully appropriated for the fiscal year for any single line item appropriation account designated for the purchase of supplies and any other specific

expenditure that is a recurring and reasonably predicted operating expense for supplies, which may be issued to a specific vendor or multiple vendors. Blanket purchase orders may not be issued for the purchase of services unless approved by resolution or ordinance of Council in accordance with Ohio Revised Code Section 5705.41(D)(3) and the City Charter, and shall only be issued for services from one particular vendor.


(b) Dollar Limits on Authority. Council hereby establishes that blanket purchase orders issued on the request of the Mayor may not exceed the amount of five thousand dollars (\$5,000) and that blanket purchase orders issued on the request of Council shall not exceed twenty-five thousand dollars (\$25,000) unless higher amounts has been approved by resolution or ordinance of Council in accordance with Ohio Revised Code Section 5705.41(D)(3) and in accordance with City Charter Section VI-3(n) regarding competitive bidding.

(c) Period. A blanket purchase order shall not be issued for a period that extends beyond the end of the fiscal year. Any blanket purchase order may remain open past the end of the fiscal year for the purpose of paying prior year invoices. When all prior year invoices have been paid, the blanket purchase order shall be closed.”

Section 4. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

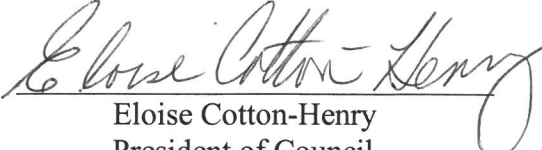
Section 5. This Ordinance shall take effect and be in force from and after the earliest period allowed by law.

PASSED: 12-22-20


David H. Roche, Mayor

APPROVED: 12-22-20

ATTEST: Betsy Traben
Betsy Traben
Clerk of Council


Eloise Cotton-Henry
President of Council