

RECORD OF ORDINANCES

BEAR GRAPHICS 800-325-8094 FORM NO. 30043

Ordinance No. _____ Passed _____, 20_____

ORDINANCE NO. 2024-7

AN ORDINANCE CLARIFYING THE PURCHASING AUTHORITY OF THE VILLAGE ADMINISTRATOR AND DECLARING AN EMERGENCY.

Be it ordained by the council of the Village of Arcadia, Ohio, two-thirds (2/3) of all members elected thereto concurring, that:

WHEREAS, it has been brought to council's attention that it would be helpful to clarify the authority of the Village Administrator to make purchases on behalf of the Village of Arcadia and to specify what is to be done once the purchases have been made; and,

WHEREAS, the Village Council believes that the Village Administrator shall continue to be authorized to make purchases on behalf of the Village up to the amount of \$3,000.00 without prior approval of the Village Council; and

WHEREAS, the Village Council believes that the Village Administrator shall continue to be required to obtain Village Council Approval prior to making purchases on behalf of the Village in amounts greater than \$3,000.00; and

WHEREAS, the Village Council believes that the Village Administrator shall identify and electronically inventory all purchases made on behalf of the Village through a digital spreadsheet. This electronic inventory shall be created through Google Sheets that shall be sent to the fiscal officer's tds email and the mayor's tds email immediately following the purchase. The digital spreadsheet shall include, but not be limited to, the following information: an identification of the item purchased, the name of the vendor, the location of the item or items purchased, the date of the purchase, and the amount paid. These requirements shall not apply to consumable office supplies.

NOW, THEREFORE, BE IT ORDAINED BY THE LEGISLATIVE AUTHORITY OF THE MUNICIPALITY OF ARCADIA, OHIO, THAT:

Section 1. That the Village Administrator shall continue to be authorized to make purchases on behalf of the Village up to the amount of \$3,000.00 without prior approval of the Village Council; and

Section 2. That the Village Administrator shall continue to be required to obtain Village Council Approval prior to making purchases on behalf of the Village in amounts greater than \$3,000.00; and

Section 3. That the Village Administrator shall identify and electronically inventory all purchases made on behalf of the Village through a digital spreadsheet. This electronic inventory shall be created through Google Sheets that shall be sent to the fiscal officer's tds email and the mayor's tds email immediately following the purchase. The digital spreadsheet shall include, but not be limited to, the following information: an identification of the item purchased, the name of the vendor, the location of the item or items purchased, the date of the purchase, and the amount paid. These requirements shall not apply to consumable office supplies.

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Section 4. This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the peace, health, safety and general welfare of the people of this municipality, the daily operation of the Village, and to maintain accurate information regarding purchases made by the Village Administrator. _____, 20____

Date Passed: May 13, 2024

Attest _____



Mayor

President of Council

CERTIFICATE

The undersigned, Annie Clouse of the Village of Arcadia, Ohio hereby certifies that on the 20th day of May, 2024, did post a copy of the foregoing Ordinance at the following designated public places, and that the said copies did remain as posted for a period of fifteen (15) days.

1. Town Hall Bulletin Board
2. Electric Department Office
3. Arcadia Superette
4. www.villageof arcadia.com
5. Honey Joe's Cafe

Date: May 20th, 2024

Annie Clouse
