

ORDINANCE NO: 73 – 2018  
INTRODUCED BY: ~~Henry~~ *Mayor & Council*

AN ORDINANCE AMENDING CHAPTER 131 OF THE CODIFIED ORDINANCES TO ADD A NEW SECTION 131.04, "CONTRACTING AUTHORITY OF THE MAYOR".

WHEREAS, Article IV, Section 9(f), of the City Charter grants the Council authority to authorize all contracts and make the necessary appropriations therefor and further provides that no contract shall be made on behalf of the City unless first authorized by Council with the necessary funds therefor having been appropriated;

WHEREAS, the City administration and this Council are aware of the cumbersome and inefficient practice of bringing to the Council each and every contract the City needs to enter into for routine services, supplies, goods and materials costing relatively small amounts of money for Council's formal authorization by motion or legislation, even when the necessary funds have been appropriated for such purchases; and

WHEREAS, pursuant to its home rule authority, this Council desires to grant authorization by ordinance for contracts to be made on behalf of the Municipality to be executed by both the Mayor and Director of Finance for purchases of services, goods, materials, and supplies for the City in the amount of \$5,000.00 or less for each contract, provided that an appropriation of the funds needed for each contract has previously been made without bringing each contract of \$5,000 or less to the Council for individual authorization of each contract.

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

Section 1. Chapter 131, "Mayor", of the Codified Ordinances of the City of Richmond Heights is amended to add new Section 131.04, "Contracting Authority of the Mayor", to read as follows:

131.04 CONTRACTING AUTHORITY OF THE MAYOR.

(a) The Mayor is authorized to enter into and to execute on behalf of the Municipality all contracts for services, goods, materials, and supplies in an amount not to exceed five thousand dollars (\$5,000.00) for each contract, provided that the necessary appropriation therefor has been made by the Council and the Director of Finance attaches to each contract a fiscal officer's certificate as required by the Municipal Charter and state law.

(b) A contract with a particular vendor shall not be split into more than one contract for the purpose of avoiding the five thousand dollar (\$5,000.00) limit set forth in this section.


(c) On a monthly basis, the Mayor or Director of Finance shall report to the Council's Finance Committee all contracts and the amounts thereof that the

Mayor has executed pursuant to the powers delegated in division (a) of this section.

Section 2. 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 that 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 3. This Ordinance shall take effect and be in force immediately upon its passage by the Council and the signature of the Mayor.

PASSED: June 26, 2018

  
David H. Roche, Mayor

APPROVED: June 26, 2018

ATTEST: Betsy Traben  
Betsy Traben  
Clerk of Council

  
Eloise Cotton-Henry  
President of Council