

ORDINANCE NO.: 110 -2022  
INTRODUCED BY: All of Council

**AN ORDINANCE TO SUBMIT TO THE ELECTORS OF THE CITY OF RICHMOND HEIGHTS THE QUESTION OF AMENDING THE CHARTER AT ARTICLE VI, SECTION 3, TO CREATE AN OFFICE OF PURCHASING AND DECLARING AN EMERGENCY.**

WHEREAS, the Charter Review Committee, pursuant to Article XIV of the City Charter, has recommended to place the issue of amending the Charter before the City's electorate in order to create the Office of Purchasing within the Office of the Director of Finance;

WHEREAS, pursuant to Charter, Article XIV, Council shall submit this proposed amendment to the electorate;

WHEREAS, the Ohio Constitution provides that the Council shall submit the amendments to the electors at the next regular election that occurs not less than 60 nor more than 120 days from the passage of such ordinance, which is the general election on November 8, 2022, but the Council is required to file this Ordinance with the Cuyahoga County Board of Elections by September 9, 2022.

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

Section 1: There shall be submitted to a vote of the qualified electors of the City, at the general election to be held on Tuesday, the 8th day of November, 2022, at the regular places of voting in the City during the regular hours of voting on such date as prescribed by general law, the question of the amendment of the Charter of the City of Richmond Heights, at Article VI, Section 3 – "Director of Finance", so that, as amended, it shall read in pertinent part as follows:

ARTICLE VI  
ADMINISTRATIVE DEPARTMENTS, BOARDS, AND COMMISSIONS

\* \* \*

SECTION 3. DIRECTOR OF FINANCE.

(c) Office of Purchasing. ~~The Director of Finance shall be the purchasing agent, until such time as a purchasing department shall be established by the Council.~~ Within the Office of the Director of Finance there is hereby created the Office of Purchasing. The Mayor shall appoint a person to serve as the Purchasing Agent for the Municipality and who shall report directly to the Director of Finance.

On the basis of requisitions submitted and approved by the Mayor or Council, and in compliance with subpart (n) of this Section VI-3, the ~~Director~~ Purchasing Agent shall contract for, purchase on specification, store and

distribute, all supplies required by the Municipality. The ~~Director~~ **Purchasing Agent, along with the appropriate director, division head, or administrator,** shall be responsible for the inspection of all supplies and determine their quantity, quality and conformation to specifications. The ~~Director~~ **Purchasing Agent** shall transfer supplies and accept bids for the disposal of obsolete or surplus equipment as requested by the responsible department, **division**, commission, or board-head.

**The Purchasing Agent shall be responsible for the oversight of the final preparation and issuance of all public bid specifications and bid solicitations for the Municipality. The Purchasing Agent shall use best efforts to obtain at least twenty-five (25) percent minority and/or female participation by those persons or entities contracting for goods, services, labor and materials with the Municipality.**

\*\*\*

**Section 2:** The Board of Elections of Cuyahoga County is hereby directed to provide for the voting upon said Amendment and the ballots for said election shall, at the top thereof, be entitled "Proposed Charter Amendment City of Richmond Heights", and the question to be submitted on said ballot shall be substantially in the following words:

"Shall Section 3 of Article VI of the Richmond Heights Charter be amended to create the Office of Purchasing within the Office of the Director of Finance and the position of Purchasing Agent, who shall report directly to the Director of Finance?"

**Section 3:** The Clerk of Council is directed to give notice of the above proposed Charter Amendment to the electors of the City in accordance with general law, and to certify a copy of the Ordinance to the Board of Elections of Cuyahoga County, Ohio, as provided by law.

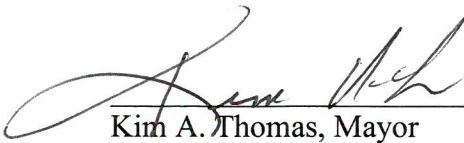
**Section 4:** The Director of Finance is authorized and directed to appropriate from the general fund a sum sufficient to pay the cost of publishing said notice referred to in Section 3.

**Section 5:** 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 of 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

**Section 6:** This Ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health, safety and welfare of the City of Richmond Heights for the reason that it is necessary to timely submit the proposed Charter Amendment to the Board of Elections for placement upon the ballot for the general election to be held on November 8, 2022, in compliance with the Ohio Constitution and the City Charter, and, therefore, shall take effect and be in force immediately upon its passage and approval by the Mayor.

PASSED: August 23, 2022

APPROVED: August 23, 2022

  
\_\_\_\_\_  
Kim A. Thomas, Mayor

ATTEST: Betsy Traben  
\_\_\_\_\_  
Betsy Traben  
Clerk of Council

  
\_\_\_\_\_  
Bobby Jordan  
President of Council