

**ORDINANCE NO. 2013 - 72**

**AUTHORIZING CHANGES TO THE PURCHASE AUTHORITY AND  
CERTIFICATE OF FISCAL OFFICER**

WHEREAS, Council has determined that, from time to time, deviation from state law is beneficial for providing efficient services to its residents, businesses and visitors; and

WHEREAS, under Article XVIII, Section 3 of the Ohio Constitution, the City of Mason has the authority to exercise all powers of local self-government as are not in conflict with general laws; and

WHEREAS, under Section 3.07(C) of the City Charter, Council is granted the power to exercise all powers of local self-government granted by the Constitution of the State of Ohio; and

WHEREAS, Council has determined that Section 5705.41 of the Ohio Revised Code requires modifications to reflect the operational needs of the City that is consistent with the City of Mason's purchasing policies and procedures:

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Mason, Ohio, seven members elected thereto concurring:

Section 1. That the City's purchases order form will be the certificate of the fiscal officer as required by Section 5705.41 of the Ohio Revised Code. The purchase order form may be used for all types of certificates required and shall not require additional or different assertions for a standard, blanket, super blanket, "then and now" or any other certificate. In order to be a valid certificate, the purchase order must have the electronic or written approval of both the City Manager and Finance Director. Approval may be made by their designee.

Section 2. If no certificate is furnished before a contract is made or any order given involving the expenditure of money as required, the approved purchase order shall substitute for a "then and now" certificate without any additional assertion; provided that, the amount involved is less than the City Manager's Purchasing Authority amount authorized by Council under Section 5.04(J)(1) of the City Charter. Any amount above the Council designated amount will require approval by Council within sixty days after the purchase order is issued. This would apply for any emergency purchase or contract where a purchase is necessary due to an attack, disaster or emergency defined under Section 5502.21 of the Ohio Revised Code. An emergency would also include safeguarding City facilities or equipment to avoid loss or negligent liability. The City Manager's Purchasing Authority limit may be suspended upon a declared attack, disaster or emergency determined by the City Manager provided that councilmembers are given notification of the emergency and the need to suspend

the Purchasing Authority limit. The aggregate maximum amount expended on each emergency event shall not exceed \$500,000 unless authorized by Council action. Reports to Council will be completed within sixty days after the emergency to authorize the purchase incurred during an attack, disaster or emergency response.

Section 3. That blanket and super blanket purchase orders allowed by 5705.41 may be extended up to ninety days after the fiscal year to pay for orders and invoice that are paid in the current fiscal year using the appropriation of the prior year. More than one certificate for a blanket or super blanket for a specific line-item appropriation account may be outstanding at the same time.

That this Ordinance shall take effect and be in force from and after the earliest period allowed by law.

Passed this 12<sup>th</sup> day of August, 2013.

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Mayor

Attest:

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Clerk of Council