

**CITY OF FLORENCE
ORDINANCE NO. 4, SERIES 2022**

**AN ORDINANCE AMENDING THE FLORENCE CITY CODE
SECTION 1-8-3 AND REMOVING SECTION 1-14-2 REGARDING THE CITY'S
FISCAL POLICIES**

RECITALS:

1. Florence City Code Title 1, Chapter 8 governs the City's public contracting authority and makes certain delegations to staff for the procurement process, including the signing of contracts up to certain dollar values. In particular, FCC 1-8-3 governs the contract signing authority for City staff.
2. The City Council sees a benefit in the greater flexibility of using City Council adopted resolutions to set the specific dollar amounts for City staff contracting authority. Setting dollar limits via Council resolution does not reduce the Council's oversight of these activities, but does allow the Council to act quicker to adjust the limits should the need arise from time to time in the future.
3. As part of the budget process, the City Council reviews the City's fiscal policies (Florence Fiscal Policies). As part of this Code update, these policies will be adopted by Council resolution and will include the procurement limits that are currently found in FCC 1-8-3.
4. Florence City Code Title 1, Chapter 14 establishes certain accounts payable procedures. In particular, FCC 1-14-2 provides that the City Manager is to provide the City Council a monthly list of bills and claims paid. This procedure is outdated and is no longer an effective means for Council oversight of the City's financial management.

Based on these findings,

THE CITY COUNCIL OF THE CITY OF FLORENCE ORDAINS AS FOLLOWS:

1. Florence City Code Section 1-8-3 is hereby amended as shown in Exhibit A. New wording is shown with underlining and deleted wording is shown with strikethrough.
2. Florence City Code Section 1-14-2 is hereby removed from the Code in its entirety as shown in Exhibit B. Deleted wording is shown with strikethrough.
3. In accordance with the Florence Charter, this ordinance will take effect thirty days after adoption.

4. The City Recorder is authorized to administratively correct any reference errors contained herein or in other provisions of the Florence City Code to the provisions added, amended, or repealed herein.

ADOPTION:

First Reading on the 2nd day of May, 2022.

Second Reading on the 2nd day of May, 2022.

This Ordinance is passed and adopted on the 2nd day of May, 2022.

AYES:	4	Councilors Woodbury, Wantz, Ward and Mayor Henry
NAYS:	0	
ABSTAIN	0	
ABSENT	1	Councilor Meyer



Joe Henry, Mayor

Attest:



Lindsey White, City Recorder

Exhibit A

Title 1 CHAPTER 8 CITY CONTRACTS

1-8-3: ADMINISTRATIVE STAFF AUTHORITY: Administrative staff and departments have contracting authority and responsibilities as follows:

A. The City Manager or City Manager's designee is authorized to:

1. Enter into City contracts not to exceed the dollar amount set by City Council resolution~~\$30,000~~ without additional authorization of the Contract Review Board.
2. Recommend that the Contract Review Board approve or disapprove contract awards in excess of the dollar amount set by City Council resolution~~\$30,000~~.
3. Enter into contracts or permits for local concessions and street vendors (pursuant to applicable City policy) where the annual amount to be paid to or by the City is not expected to exceed the dollar amount set by City Council resolution ~~\$30,000~~ per year.
4. Approval of purchases of goods from City employees shall require authorization of the City Council and shall be in accordance with the City personnel policies and other applicable law.
5. Approve departmental purchases that are in excess of the dollar amount set by City Council resolution~~\$10,000~~. ~~The~~ Department Managers ~~and the~~ Chief of Police ~~is~~are authorized to make purchases up to the dollar amount set by City Council resolution~~\$10,000~~ if the purchase is within an approved budgeted line item. All contracting by departments shall be according to approved City purchasing procedures adopted by the Contracting Agency or the Contract Review Board.

AB. Each Department shall:

1. Operate within its budget, or seek supplemental budgetary authority from City Council with respect to the contract.
2. Plan the purchase of goods and equipment sufficiently in advance, whenever possible and practical so that orders can be placed in economical quantities.
3. Process requisition forms and negotiate purchases on the most favorable terms in accordance with adopted ordinances, state laws, policies and procedures.

Exhibit B

TITLE 1 CHAPTER 14

PAYMENT OF BILLS AND CLAIMS

SECTION:

1-14-1: Authorization to Issue Checks

~~1-14-2: List of Paid Bills and Claims~~

1-14-1 : AUTHORIZATION TO ISSUE CHECKS:

Provided that expenditures do not exceed the adopted appropriation and are for purposes approved in the adopted budget, the City Manager or the Manager's designee may issue checks drawn on City bank accounts to pay City bills and claims.

~~1-14-2 : LIST OF PAID BILLS AND CLAIMS:~~

~~Once each month the City Manager shall provide the Council a list of all bills and claims paid under the authority of this Chapter in the previous thirty (30) days. (Ord. 8 Series 1988 effective May 10, 1988).~~

Changed from Chapter 13 to
Chapter 14 administratively 3/00