

AN ORDINANCE AMENDING CODIFIED ORDINANCE CHAPTER 252, ENTITLED PURCHASING PROCEDURES.

WHEREAS, the Finance Committee recommended amending Codified Ordinance Chapter 252, entitled Purchasing Procedures; and

WHEREAS, Council, coming now to consider said recommendation, approves it in full.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF
THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That Codified Ordinance Chapter 252 is hereby amended as follows:

CHAPTER 252: PURCHASING PROCEDURES

§ 252.01 APPLICATION OF RULES.

The following rules and regulations are adopted for all city departments, except the Board of Municipal Utilities, with respect to the purchase of ~~supplies, materials and equipment~~ **goods and services** with city funds.

§ 252.02 PURCHASES UNDER \$24,999.**99**.

Department heads may initiate purchases in amounts under \$24,999.**99** without Council or other approval if funds have been appropriated in the budget and are available for such purposes and the unencumbered balance of the account is sufficient to include the cost of the item.

§ 252.03 PURCHASES BETWEEN \$25,000 AND \$49,999.**99**.

(a) Department heads may initiate purchases in amounts of \$25,000 or more, up to and including \$49,999.**99** if funds have been appropriated in the budget and the unencumbered balance of the account is sufficient to include the cost of the item and the department head has presented a requisition for said purchase to the ~~appropriate Council Committee for its review~~ **Finance Director**.

(b) Written and public specifications shall be first prepared and placed on file and then competitive quotations shall be secured either by the department head or the Finance Director.

(c) Insofar as possible and practical, such competitive quotations shall be secured, in writing, from at least three parties and shall be submitted by the department head to the Finance Director with a requisition for the item to be purchased **unless procured using an approved cooperative purchasing contract, or quotes are waived by the Finance Director due to reasonable and practical considerations.**

The requisition shall include the specifications, a list of the quotations received, the quotation that the department head wishes to accept and, if the quotation to be accepted is not the lowest price for the item, the reason why it is the best purchase for the cost. If the necessary three or more written quotations were not received, the requisition shall specify good and sufficient reasons why they were not so taken.

(d) The department head shall prepare an abstract of the quotations and present it with such requisitions and other accompanying data to **the Finance Director and Mayor** ~~appropriate Council Committee for its review~~. The Finance Director shall issue a purchase order if money required for the expenditure or contract is in the treasury, or is in the process of collection, to the credit of the fund from which it is to be drawn and not appropriated for any other purpose.

(e) All requisitions submitted shall be retained on file by the Finance Director.

§ 252.04 PURCHASES OVER \$50,000 AND BELOW OHIO REVISED CODE 9.17 THRESHOLD.

~~All purchases exceeding \$50,000 shall be made according the Ohio Revised Code.~~

(a) Department heads may initiate purchases in amounts of \$50,000 and below Ohio Revised Code 9.17 threshold if funds have been appropriated in the budget and the unencumbered balance of the account is sufficient to include the cost of the item and the department head has presented a requisition for said purchase to the Finance Committee or the appropriate project committee, or within a Collective Committee Meeting, or within a Council Meeting for its authorization.

(b) Written and public specifications shall be first prepared and placed on file and then competitive quotations shall be secured either by the department head or the Finance Director.

(c) Insofar as possible and practical, such competitive quotations shall be secured, in writing, from at least three parties and shall be submitted by the department head to the Finance Director with a requisition for the item to be purchased unless procured using an approved cooperative purchasing contract. The requisition shall include the specifications, a list of the quotations received, the quotation that the department head wishes to accept and, if the quotation to be accepted is not the lowest price for the item, the reason why it is the best purchase for the cost. If the necessary three or more written quotations were not received, the requisition shall specify good and sufficient reasons why they were not so taken.

(d) The department head shall prepare an abstract of the quotations and present it with such requisitions and other accompanying data to the Finance Committee or the appropriate project committee, or within a Collective Committee Meeting, or within a Council Meeting for its authorization. The Finance Director shall issue a purchase order if money required for the expenditure or contract is in the treasury, or is in the process of collection, to the credit of the fund from which it is to be drawn and not appropriated for any other purpose.

(e) All requisitions submitted shall be retained on file by the Finance Director.

§ 252.XX PURCHASES OVER OHIO REVISED CODE 9.17 THRESHOLD.

All purchases exceeding the threshold established in Ohio Revised Code 9.17 shall be made in accordance with the Ohio Revised Code.

Section No. 2: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and any of its committees, which resulted in such formal actions, were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section No. 3: That this Ordinance shall be in full force and effect from and after the earliest period allowed by law.

1st reading: 11/10/2025

2nd reading:

3rd reading:

PASSED: 11/24/2025

/s/ Jennifer J. Fenderbosch
Council President

POSTED: 11/26/2025

APPROVED: 11/25/2025

ATTEST: /s/ Valerie E. Rosmarin
Clerk of Council

/s/ Mark A. Spaetzel
Mayor