

ORDINANCE NO. 050923C

ORDINANCE AMENDING TITLE III, CHAPTER 33, § 33.03 **OF THE McCORDSVILLE CODE OF ORDINANCES**

WHEREAS, the Town Council of the Town of McCordsville, Indiana has heretofore adopted Ordinance No. 071198 and amended the same by Ordinance No. 030299A and 031009B regarding the purchasing policies for McCordsville, Indiana and setting out certain responsibilities and restrictions on the manner in which materials and services are purchased; and

WHEREAS, since the adoption of said Ordinances, the Town has employed a Town Manager and determined that further procedural methods need to be adopted in order to further the intent of the previously adopted Ordinances; and

WHEREAS, the Town Manager has submitted to the Town Council a proposal regarding certain purchasing procedures which the Town Council believes should be adopted and is in the best interest of the health, safety and general welfare of the Town of McCordsville, Indiana and its citizens.

THEREFORE BE IT ORDAINED by the Town Council of the Town of McCordsville, Indiana that:

SECTION I

Emergency purchases in an amount not to exceed the sum of Twenty-Five Thousand Dollars (\$25,000.00) may be made with written approval from the Town Manager or designee. Written approval in an emergency situation can be in the form of email and/or text message. An emergency purchase is one that is necessary for the day-to-day operation of the Town's business and immediately remedied. A Department Head may make an emergency purchase in an amount not to exceed Twenty-Five Thousand Dollars (\$25,000.00) and shall, as soon as possible thereafter, complete a purchase order and provide written justification as to the nature and extent of said emergency to the Town Manager who will then forward the request for payment on with his/her recommendation and notify the Town Council. The item will then be placed on the next Town Council agenda.

SECTION II

Small purchases of a non-emergency nature may be made in the amount not to exceed Ten Thousand Dollars (\$10,000.00). Department Heads will obtain all necessary information, documentation, and prices, confirm the expense is within the approved budget, and submit said information with a prepared purchase order to the Clerk Treasurer. Purchases from a single vendor within a calendar month shall not exceed Ten Thousand Dollars (\$10,000.00) without the approval of the Town Manager. The Clerk Treasurer will review the purchase order, confirm the expense is within the approved budget, confirm that all ordinances, rules and regulations have been followed with regard to said purchase, and prepare a claim form according to law for submission to the Town Council.

Regular purchases of necessary chemicals for the operation of the wastewater treatment facilities may be made in the amount not to exceed Fifteen Thousand Dollars (\$15,000.00). The Superintendent of Wastewater will obtain all necessary information, documentation and prices,

confirm the expense is within the approved budget, and submit said information with a prepared purchase order to the Clerk Treasurer. The Clerk Treasurer will review the purchase order, confirm the expense is within the approved budget, confirm that all ordinances, rules and regulations have been followed with regard to said purchase, and prepare a claim form according to law for submission to the Town Council.

SECTION III

Non-emergency purchases larger than Ten Thousand Dollars (\$10,000.00) shall be approved by the authorized Board & Commissions. Authorized Boards & Commission's include Town Council, Redevelopment Commission, Metro Board, Public Works Committee, and Parks Board. Department Heads will prepare a purchase order, quote or contract and attach thereto information regarding prices, vendors, confirm the expense is within the approved budget or provide an alternative funding method, and any other materials which the Department Head believes necessary for the Town Council to make an informed decision. The Department Head will, with the Town Manager's approval, attach the material to the authorized Boards & Commission's agenda. If approved by the authorized Board of Commission, the Department Head shall submit the purchase order to the Clerk Treasurer. The Clerk Treasurer will review the purchase order, confirm the expense is within the approved budget, confirm that all ordinances, rules and regulations have been followed with regard to said purchase, and prepare a claim form according to law for submission to the Town Council.

SECTION IV

If the expense is within the terms of an already approved and signed contract or quote by authorized Boards & Commissions, the expense may be paid without bringing it back to the approving body. Authorized Boards & Commission's include Town Council, Redevelopment Commission, Metro Board, Public Works Committee, and Parks Board. The expense will be placed on the finance report to make the approval body aware the expense has been completed per the terms of the contract or quote. Additions to scope or other modifications to the cost, up to Ten Thousand Dollars (\$10,000.00 or 20% of the approved contract or quote, whichever is less, shall be approved by the Department Head after authorization by the Town Manager. Anything over the original approved amount plus Ten Thousand Dollars (\$10,000.00) or 20% of the approved contract or quote, whichever is less, must go back to the appropriate governing body for additional approval.

SECTION V

Prior to the Town Manager recommending payment for either small or larger purchases, the Town Manager shall first consult with the Town Clerk Treasurer to determine that money for said purchase is in place in the appropriate budget category and has been received by the Town from its various funding sources.

SECTION VI

In the absence of the Town Manager, the Assistant Town Manager shall assume the functions of the Town Manager as set forth above and if the Assistant Town Manager is unavailable or unable to perform said duties, said duties shall thereafter be exercised by the Town Council President until the return of the Town Manager.

SECTION VII

This Ordinance shall be in full force and effect from and after its passage and due publication according to law.

SECTION VIII

Introduced and filed on the ____ day of _____, 2023. A motion to consider on first reading on the day of introduction was offered and sustained by a vote of ____ in favor and ____ opposed pursuant to I.C. 36-5-2-9.8.

Duly ordained and passed this ____ day of _____, 2023 by the Town Council of the Town of McCordsville, Hancock County, Indiana, having been passed by a vote of ____ in favor and ____ opposed.

TOWN OF MCCORDSVILLE, INDIANA, BY ITS TOWN COUNCIL

Voting Affirmative:

Voting Opposed:

Gregory J. Brewer

Gregory J. Brewer

Larry J. Longman

Larry J. Longman

Branden D. Williams

Branden D. Williams

Bryan Burney

Bryan Burney

Scott Jones

Scott Jones

ATTEST:

Stephanie Crider, Clerk-Treasurer

This instrument was prepared by Gregg H. Morelock, BRAND & MORELOCK, 6 West South Street, Greenfield, IN 46140.

I affirm, under the penalties for perjury, that I have taken reasonable care to redact each Social Security number in this document, unless required by law. Gregg H. Morelock.