

RECORD OF ORDINANCES

BEAR GRAPHICS 800-325-8094 FORM NO. 30043

Ordinance No. 2018-15Passed March 29, 2018**ORDINANCE 2018-15****ORDINANCE ESTABLISHING THE CITY OF NORTHWOOD DEPOSITORY OF PUBLIC FUNDS POLICY; AND DECLARING AN EMERGENCY.**

WHEREAS, Ohio Revised Code, Section 9.38 covers deposits of public money; and

WHEREAS, the Personnel Policy and Procedures Manual defines various operating procedures of the City; and

WHEREAS, it is necessary to document the city's procedures on deposits of public funds, including cash, checks and credit card payments.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTHWOOD, WOOD COUNTY, OHIO THAT:

SECTION 1. That the City Administrator is hereby authorized and directed to add the Purchasing and Procurement Policy to the Personnel Policies and Procedures, attached hereto as Exhibit A.

SECTION 2. Various departments of the City collect payments from citizens, taxpayers and businesses of the community. It is the policy of the City of Northwood that receipts be turned over to the Finance Department for deposit to the public depository, with exception of the Northwood Mayor's Court, who makes deposits directly into its' holding account. Funds from the Northwood Mayor's Court account are turned over to the City on the last business day of each month.

If the amount of daily receipts does not exceed \$1,000 and the receipts can be safeguarded, the department may hold it past the next business day, but the deposit must be made no later than 3 business days after receiving it.

If the amount exceeds \$1,000 or a lesser amount cannot be safeguarded, the public official must then deposit the money on the first business day following the date of receipt.

Safeguarding of deposits is hereby defined as placing cash or checks into a locked safe or fireproof locked cabinet. Interim deposits (during the day) may be held in a locked drawer or cash register until they can be turned over to the Finance Department.

Credit card payments to the City of Northwood are processed through third-party vendors and are credited to the City's account on the following business day.

SECTION 3. It is found and determined that all formal actions of council concerning or relating to the passage of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and any of its committees, that resulted in such formal actions, were in meetings open to the public in compliance with all legal requirements of the City of Northwood and the State of Ohio.

SECTION 4. This ordinance shall take effect as an emergency measure and therefore is necessary to protect the health, safety and welfare of our citizens.

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Ordinance No. 2010-15

Passed March 29, 2018

Vote to suspend rules:

For: 7 Against: 0

Vote on emergency clause:


For: 7 Against: 0

Vote on final adoption:

For: 7 Against: 0

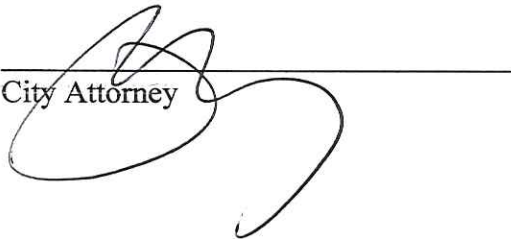
ADOPTED 3/29/18 As an emergency measure.

ATTEST:


Clerk of Council


President of Council

APPROVED AS TO FORM:


City Attorney

APPROVED:


Mayor