

CHAPTER 22. FINANCIAL ADMINISTRATION

1-22-1. Mayor as budget officer.

1-22-2. Purchases and sales by established procedures.

1-22-3. Repealed. (Ord. 92-19, 10-20-92)

1-22-4. Payments authorized by mayor.

1-22-1. Mayor as budget officer.

The Mayor, as the budget officer of the City, shall require all expenditures by any department to conform with the departmental budget.

(Ord. 1981-02, 01-15-1981)

1-22-2. Purchases and sales by established procedures.

All purchases or encumbrances of the City shall be made or incurred according to the purchasing procedures established by resolution or ordinance, and only on an order or approval of the person duly authorized to act as a purchasing agent for the City. City property shall be sold according to procedures established by resolution.

(Ord. 1981-02, 01-15-1981)

1-22-3. Repealed. (Ord. 92-19, 10-20-92)

1-22-4. Payments authorized by mayor.

(1) The Mayor is authorized, subject to paragraph (2) below, to approve the following claims against the City:

(a) Payroll checks, if the checks are prepared in accordance with a salary schedule established in a personnel ordinance or resolution,

(b) Routine expenditures, such as utility bills, payroll related expenses, supplies and materials,

(c) Payments on City approved contracts,

(d) Capital expenditures which were referred in the budget document and approved by an appropriation resolution adopted for the current fiscal year.

(2) The authority of the Mayor to approve claims against the City in the above paragraph is subject to the following restrictions:

(a) No claim may be approved by the Mayor which is not within the duly and legally adopted or adjusted budget.

(b) No claim may be approved by the Mayor which is not made or incurred according to the purchasing procedures established by resolution or ordinance.

(c) No claim may be approved by the Mayor which is in excess of \$30,000.00.

(Ord. 2022-28, 08-03-2022) (Ord. 2016-04, 01-20-2016) (Ord. 1981-02, 01-15-1982)