

ORDINANCE 909

AN ORDINANCE AMENDING SECTION 2.12 [EXPENDITURES] OF THE TOWN OF HOLLYWOOD PARK PERSONNEL POLICY MANUAL, AMENDING PURCHASING AMOUNTS

WHEREAS, the Town Council has held 14 budget meetings to determine the spending priorities of the Town; and

WHEREAS, fiscal responsibility requires that the Town adhere to the planned expenditures; and

WHEREAS, fiscal responsibility is a top priority for the elected officials of the Town; and

WHEREAS, the City Council wishes to ensure that budgeted priorities are closely adhered to;

Now Therefore: Be it ordained by the Town of Hollywood Park that the Personnel Policy Manual of the Town, Section 2.12 is hereby, immediately amended so that in the third paragraph all figures of \$5,000 are reduced to \$1,000.

It is so ordered and declared that Section 2.12 of the Town of Hollywood Park Personnel Policy Manual now states as follows:

Employees are not allowed to charge personal items on the City's charge accounts

All expenditures for purchasing materials and supplies must be authorized and approved by Department Heads. Purchase Orders are required in all instances. No invoice will be paid unless prior approval has been given by the supervisor and the invoice clearly notes a purchase order number.

Department Heads are authorized, on their own authority, to approve individual expenditures up to a cost of \$1000, provided there are available funds within their department's line items. Department Head purchases over this amount up to **\$1000**, must be approved by the Mayor and/or City Administrator. Any purchase above **\$1000** must be approved by the City Council before obligated. Monthly bills (CPSB, Water, etc.) and Council approved contracts (Garbage, EMS, audit, etc.) can be authorized by the City Administrator or Mayor and paid without being submitted to Council for approval. **(3/21/12)**

A request for Capital Outlay (an item that has a cost of \$100 or more and a life expectancy of more than 1 year) (equipment, furniture, etc.) form must be submitted to the Mayor for his/her approval before any department can purchase a Capital Outlay item. If the amount of the expenditure was approved in the budget, the Council does not need to re-approve the purchase, unless the City is accepting sealed bids on the item(s) to

be purchased.(7/2/97) If the expenditure was not approved in the budget or exceeds the amount that was approved, then the expenditure needs to be presented to Council for their approval.(10/17/95)

The Treasurer can transfer funds from one line item to another within the same department at the written request and explanation of the Department Head with the approval of the Mayor and/or City Administrator. Council will be informed of the transfers monthly within the Treasurer's Report.(10/1/95)

PASSED AND APPROVED, this, the 30th day of March 2012.



Bob Sartor
Mayor
Town of Hollywood Park



ATTEST:



Janice Alamia
City Secretary
Town of Hollywood Park