

129.03 PURCHASES.

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- Skip to main content
- Search
- Sitemap
- Login
- Select Language
- Resources
- Skip to code content (skip section selection)
- 2025-04 (current)
- Sheffield Lake Overview
- Codified Ordinances of Sheffield Lake, OH
- CODIFIED ORDINANCES OF THE CITY OF SHEFFIELD LAKE, OHIO
- CERTIFICATION
- ROSTER OF OFFICIALS
- ADOPTING ORDINANCE NO. 116-84
- COMPARATIVE SECTION TABLE
- TABLES OF SPECIAL ORDINANCES OF SHEFFIELD LAKE
- CHARTER
- PART ONE - ADMINISTRATIVE CODE
- TITLE ONE - General Provisions
- TITLE THREE - Legislative
- TITLE FIVE - Administrative

CHAPTER 121 Mayor
CHAPTER 123 Treasurer
CHAPTER 127 Department of Law
CHAPTER 129 Department of Finance
129.01 DIRECTOR.
129.02 ASSISTANT CLERKS.
129.03 PURCHASES.
129.04 LOCATION; HOURS.
129.05 REIMBURSEMENT FOR UNPAID NEGOTIABLE INSTRUMENTS.
129.06 DISTRIBUTION OF REVENUE SHARING FUNDS. (REPEALED)
129.07 ASSISTANT TO THE FINANCE DIRECTOR.
129.08 MILEAGE ALLOWANCE.
129.09 VARIANCE CERTIFIED MAILING FEE.
129.10 PICK-UP OF PERS; POLICE AND FIRE PENSIONS.
129.11 MINIMUM PRICE FOR SALE OF CITY REAL ESTATE.
129.12 IDENTITY THEFT PREVENTION POLICY.
129.13 INFORMATION SECURITY POLICY.
CHAPTER 131 Department of Public Safety
CHAPTER 133 Division of Police
CHAPTER 135 Division of Fire
CHAPTER 137 Division of Building Inspection
CHAPTER 138 Division of Health
CHAPTER 139 Department of Public Service
CHAPTER 141 Division of Water
CHAPTER 143 Division of Sewers
CHAPTER 145 Division of Streets and Roads
CHAPTER 147 Division of Sanitation
CHAPTER 149 Department of Taxation
CHAPTER 151 Engineer
CHAPTER 153 Forester
CHAPTER 155 Animal Control Officer
CHAPTER 157 Civil Service Commission
CHAPTER 158 Block Grant Grievance Board
CHAPTER 159 Economic Development Advisory Board
CHAPTER 161 Board of Zoning and Building Appeals (Repealed)
CHAPTER 163 Park-Recreation Board (Repealed)
CHAPTER 164 Records Commission
CHAPTER 165 Rate Review Board
CHAPTER 167 Planning Commission
CHAPTER 168 Board of Control
CHAPTER 169 Employment Provisions
CHAPTER 171 Community Center Board of Trustees
CHAPTER 173 Legal Defense and Indemnification
CHAPTER 175 ADA Coordinator
CHAPTER 177 Part-Time Grant Administrator
TITLE SEVEN - Judicial

TITLE NINE - Taxation
PART THREE - TRAFFIC CODE
PART FIVE - GENERAL OFFENSES CODE
PART SEVEN - BUSINESS REGULATION CODE
PART NINE - STREETS, UTILITIES AND PUBLIC SERVICES CODE
PART ELEVEN - PLANNING AND ZONING CODE
PART THIRTEEN - BUILDING CODE
PART FIFTEEN - FIRE PREVENTION CODE

OH

Sheffield Lake

Codified Ordinances of Sheffield Lake, OH

129.03 PURCHASES.

CHAPTER 129 Department of Finance

CHAPTER 129

Department of Finance

129.01 Director.

129.02 Assistant Clerks.

129.03 Purchases.

129.04 Location; hours.

129.05 Reimbursement for unpaid negotiable instruments.

129.06 Distribution of revenue sharing funds. (Repealed)

129.07 Assistant to the Finance Director.

129.08 Mileage allowance.

129.09 Variance certified mailing fee.

129.10 Pick-up of PERS; Police and Fire pensions.

129.11 Minimum price for sale of City real estate.

129.12 Identity Theft Prevention Policy.

129.13 Information Security Policy.

CROSS REFERENCES

Salary - see CHTR. Art. IV, §7

Bond - see CHTR. Art. IV, §7; ADM. 169.01

Director to act as Council Clerk - see CHTR. Art. IV, §10(b)

Establishment - see CHTR. Art. V, §1

Director; appointment, term, duties and powers - see CHTR. Art. V, §3

Payment of claims - see CHTR. Art. VIII, §3

Custody and deposit of funds - see CHTR. Art. VIII, §4

129.01 DIRECTOR.

(a) The Director of Finance, as provided for by the City Charter, shall be the head of the Department of Finance and the chief fiscal officer of the Municipality.

(b) The Director shall perform such duties as are incumbent and ordinarily carried out by the chief fiscal officer of the City, or those duties prescribed by Council, ordinance, resolution or statute.

(c) The Director of Finance is hereby directed to furnish to each Council member a true copy of

the Monthly Reconciliation.

(d) These reports are to be made to the Clerk of Council by the first regular meeting of Council when possible, but not later than the fifteenth of each month.

(Ord. 89-15. Passed 12-29-15.)

129.02 ASSISTANT CLERKS.

(a) Assistant Clerks shall be appointed by the Director of Finance with the approval of the Mayor.

The name of the person or persons to be employed shall be maintained by the Director of Finance who may select as Assistant or Assistants from a list of names in accordance with the needs of the office of the Director of Finance.

The duties and schedule of hours to be worked by the Assistants shall be determined by the Director of Finance in accordance with the needs of the office.

(b) The Assistant shall serve a three month probationary period.

(c) The salary of the Assistant may be charged all or in part to the actual hours worked for each department and shall be reported each hourly pay period on approved time report sheets.

(Ord. 26-70. Passed 3-24-70.)

129.03 PURCHASES.

(a) All expenditures shall be made by purchase order only. Such purchase orders shall be endorsed by the director of the department authorizing the expenditure and by the Director of Finance authorizing the funds appropriated to cover the expenditure.

(b) The Director of Finance is hereby directed to approve and sign purchase orders only if the money is appropriated. Under no circumstances shall the Director of Finance approve an expenditure which will cause any account to be overdrawn above the appropriation. (Res. 48-62. Passed 10-9-62.)

129.04 LOCATION; HOURS.

The office of the Department of Finance shall be in the Municipal Building. It shall maintain such working hours as are specified by Council.

(Ord. 7-76. Passed 2-10-76.)

129.05 REIMBURSEMENT FOR UNPAID NEGOTIABLE INSTRUMENTS.

(a) Any individual, corporation or other entity who deposits, pays, causes to be deposited, causes to be paid or otherwise delivers to the City a check, draft or other negotiable instrument which is for any reason returned unpaid to the City shall be liable to the City in an amount equal to any expense incurred, charged against or paid by the City as a result of the return of the check, draft or other negotiable instrument to the City and shall pay to the City twenty dollars (\$20.00) or such cost and expense, whichever is greater, immediately upon receipt of notification by the City of the cost or expenses incurred by the City.

(Ord. 27-94. Passed 2-22-94.)

(b) Any person, corporation or entity who violates any provision of this section shall be guilty of a minor misdemeanor.

(Ord. 22-81. Passed 4-14-81.)

129.06 DISTRIBUTION OF REVENUE SHARING FUNDS. (REPEALED)

(EDITOR'S NOTE: Former Section 129.06 was repealed by Ordinance 9-89, passed February 14, 1989.)

129.07 ASSISTANT TO THE FINANCE DIRECTOR.

(a) The position of Assistant to the Finance Director in the Department of Finance of the City is hereby established.

(b) The position of Assistant to the Finance Director shall be filled by appointment of the Mayor, subject to the approval of a majority of Council.

(c) Any individual holding the position of Assistant to the Finance Director shall hold the position until such time as such individual is removed by the Mayor in accordance with the desires of the Mayor without the necessity of showing any reason or justification for the removal of such person, provided however, no individual shall be removed from the position of Assistant to the Finance Director by the Mayor without the concurrence of a majority of the voting members of Council.

(Ord. 110-83. Passed 11-9-83.)

129.08 MILEAGE ALLOWANCE.

(a) The Finance Director shall, upon presentation of an appropriate voucher signed by the individual employee to whom mileage benefits are to be paid, and signed by the supervisor of such individual employee, pay to the individual employee a mileage reimbursement in an amount per mile equal to the mileage reimbursement rate as set by the Ohio Office of Management and Budget at the time of the presentation for the miles which the individual employee utilized his privately owned motor vehicle for City purposes provided, however, no mileage shall be paid to any employee of the City, unless all of the following occur:

(1) The individual employee was specifically authorized and instructed by his supervisor to use his private motor vehicle for Municipal purposes; and

(2) The individual employee utilized a private motor vehicle for the authorized Municipal purpose; and

(3) The private motor vehicle was utilized over the most direct route for carrying out the Municipal purpose; and

(4) The individual employee did not utilize the private motor vehicle for any purpose for which payment or compensation has been previously agreed upon and paid to such individual employee by the City.

(b) All vouchers referred to in subsection (a) hereof, shall include thereon the name of the individual employee whose private motor vehicle was utilized for Municipal purposes, the name of the supervisor who authorized same, and a statement of the places transportation to which was provided by the private motor vehicle, and a statement of the mileage driven by the private motor vehicle.

(c) The rate of mileage payment to be paid by the City to an employee of the City to whom mileage may be paid pursuant to this section shall be an amount per mile equal to the mileage reimbursement rate as set by the Ohio Office of Management and Budget at the time of the presentation.

(d) Nothing in this section shall be interpreted to mean and this section shall not provide for the payment of mileage to more than one person for any one mile traveled by any private motor vehicle for which mileage may be paid pursuant to this section.

(e) Notwithstanding the foregoing, the Mayor shall be entitled to mileage reimbursement from the City for any miles traveled by him for which he utilizes a private motor vehicle for Municipal purposes provided, however, the Mayor shall submit to the Finance Director a statement providing the information set forth in subsection (a) hereof with the exception no supervisor's name shall be given.

(Ord. 26-17. Passed 5-23-17.)

129.09 VARIANCE CERTIFIED MAILING FEE.

(a) Any person, corporation, individual or entity of any type making an application for a

variance pursuant to the ordinances of the City, shall cause to be paid upon filing of the application for the variance in addition to the fee for the application a sum of money equal to the cost of the requisite number of certified mailings that must be made to property owners as a result of the filing of the application for variance.

(b) The funds paid for such certified mailings shall be deposited with the Finance Director by the representative of the City receiving such funds and the funds shall be used to defray and pay the costs of the requisite certified mailings.

(Ord. 53-88. Passed 7-12-88.)

129.10 PICK-UP OF PERS; POLICE AND FIRE PENSIONS.

(a) Subject to the approval and order of each or any elected official of the City, following approval by the Internal Revenue Service, the full amount of the statutorily required contribution to the Public Employees Retirement System of Ohio and Police and Fire Pensions shall be withheld from the gross pay of each such City official, or other appointing authority and of each person who is an employee of such official or other appointing authority, and shall be "picked-up" (assumed and paid to the Public Employees Retirement System of Ohio and Police and Fire Pensions) by the City. This "pick-up" by the City is and shall be designated as Public Employee Contributions and shall be in lieu of contributions to the Public Employees Retirement System of Ohio and Police and Fire Pensions by each such person or employee. No person subject to this "pick-up" shall have the option of choosing to receive the statutorily required contribution to the Public Employees Retirement System of Ohio and Police and Fire Pensions instead of having it "picked-up" by the City or of being excluded from the "pick-up".

(b) Council approves and orders for each bargaining unit employee that the full amount of the statutorily required contribution to the Public Employees Retirement System of Ohio and Police and Fire Pensions shall be withheld from the gross pay of each person who is an employee of Council shall be "picked-up" (assumed and paid to the Public Employees Retirement System of Ohio) by the City. This "pick-up" is and shall be designated as Public Employees Contributions and shall be in lieu of contributions of the Public Employees Retirement System of Ohio and Police and Fire Pensions by each such employee. No person subject to this "pick-up" shall have the option of choosing to receive the statutorily required contribution to the Public Employees Retirement System of Ohio instead of having it "picked-up" by the City or of being excluded from the "pick-up".

(c) The City and the Finance Director thereof, shall, in reporting and making remittance to the Public Employees Retirement System of Ohio and Police and Fire Pensions, report that the Public Employees contribution for each person subject to their "pick-up" has been made by the City in lieu of contributions to the Public Employees Retirement System of Ohio and Police and Fire Pensions by each such person and that such contributions are designated as Public Employee Contributions. (Ord. 86-89. Passed 11-28-89.)

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Detected legislative history

- Ordinances of Sheffield Lake, OH
- ORDINANCES OF THE CITY OF SHEFFIELD LAKE, OHIO
- ORDINANCE NO. 116-84
- ORDINANCES OF SHEFFIELD LAKE
- REPEALED)
- Repealed)
- ords Commission
- ordinator
- ordinarily carried out by the chief fiscal officer of the City, or those duties prescribed by Council, ordinance, resolution or statute
- Ord. 89-15
- ordance with the needs of the office of the Director of Finance
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- Ord. 86-89
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