

ORDINANCE NO. 06-2018

AN ORDINANCE AMENDING CHAPTER 3.08

CLAIMS PROCEDURE OF THE VILLAGE OF GERMANTOWN MUNICIPAL CODE

THE VILLAGE BOARD OF THE VILLAGE OF GERMANTOWN, WASHINGTON COUNTY, WISCONSIN, ORDAINS AS FOLLOWS:

SECTION 1. That Section 3.08 Claims Procedure is revised as follows where words are stricken are deleted and words that are underlined are to be added:

3.08 - CLAIMS PROCEDURE.

~~(1) MECHANICS OF PURCHASING.~~

~~(a) Purchase Orders. (Am. Ord. #40-95; Am. Ord. #7-03) In all cases, except emergencies, purchase orders shall be completed and approved prior to the actual order or commitment being made. Purchase orders are required for the following types of purchases:~~

- ~~1. Materials with a cost exceeding \$1,000.00. (Am. Ord. #12-14)~~
- ~~2. Any furniture or equipment.~~
- ~~3. Any special or unusual orders.~~

~~(b) Petty Cash. Purchases up to \$25.00 may be made out of the Village petty cash fund. The item should be paid for and the receipt submitted to the office of the Treasurer. Reimbursement will then be made for the amount of the receipt. If necessary, the petty cash amount may be advanced; however, the receipt and any change should be returned the same day.~~

~~(2) (1) GENERAL POLICIES.~~

~~(a) All purchase orders must be approved by the appropriate committee or department head, or the Village Administrator. Funds for the purchase shall have been budgeted.~~

~~(b) Purchase orders will be issued on the basis of competitive prices, taking into consideration quality, price and delivery.~~

~~(c) It will be the responsibility of the requesting department to anticipate future needs of the department in a timely manner, to allow reasonable lead time to place orders. Emergencies will be handled on a priority basis.~~

~~(d) A department shall, whenever practical, combine relatively small orders for similar types of materials.~~

~~(e) Specifications are to be established by the using department and will not be changed or substituted without prior consultation of the user.~~

~~(f) All change orders are to be approved by the department head that has authority over the contract for which the change order is applicable. If the change order exceeds \$5,000.00, then the change order shall also be approved by the Village Administrator. Once the change order has been approved, the work as stated in the change order can immediately proceed provided that:~~

- ~~1. The members of the committee that oversees the contract or project shall be immediately notified by email of the amount and reason for the change order; and~~

2. ~~The change order shall be placed on the committee's next agenda for approval. (Cr. Ord. #31-14)~~

(3) APPROVAL OF CLAIMS.

~~(a) Payment of Accounts. Accounts on demand against the Village shall be paid pursuant to §64.044, Wis. Stats., audited by an appropriate committee and approved by the Village Board. The minutes of the Village Board shall reflect the amounts of all approved accounts in total for each division of government (general fund, utility, etc.). The Finance Director shall keep on file the details of all claims in accordance with generally accepted accounting principals and the State Statutes for record preservation.~~

~~(b) Payment of Regular Wages or Salaries. Regular wages or salaries of Village officers and employees shall be paid by payroll, verified by the proper Village official in time for payment on the regular pay day.~~

(4) PURCHASE AUTHORIZATION. (Cr. Ord. #30-90)

~~(a) Budgeted Items. (Am. Ord. #7-03; Am. Ord. #12-14) Approved by the Village Board in the budget process:~~

1. Less than \$1,000.00 and under budget	Department head authorization
2. Less than \$1,000.00 and over budget or less than \$3,500.00 and under budget	Village President/Village Administrator authorization
3. Between \$1,000.00 and \$3,500.00 and over budget or less than \$5,000.00 and under budget	Village President/Village Administrator with Committee of jurisdiction authorization
4. \$3,500.00+ and over budget, or \$5,000.00+ and under budget	Village Board authorization

~~(b) Nonbudget Items. Not approved in the budget process:~~

1. Less than \$250.00	Village President/Village Administrator authorization
2. Less than \$1,000.00	Village President/Village Administrator with Committee of Jurisdiction authorization
3. All other, \$1,000.00 and over	Village Board authorization

(1) GENERAL POLICY.

(a) Payments may be made from the Village Treasury after the Finance Director audits and approves each claim as a proper charge against the treasury and endorses his/her approval thereon, having determined that all of the following conditions have been met:

1. That funds are available therefor pursuant to the budget approved by the Village Board.

2. That the item or service covered by such claim has been authorized by the proper official, department head or board or commission, in accordance with this section and the approved Village Procurement Policy.

3. That the item or service has been actually supplied or rendered in conformity with such authorization.

4. That the claim is just and valid pursuant to law. The Finance Director may require the submission of such proof and evidence to support the foregoing as in their discretion may be deemed necessary.

(b) The Finance Director or other designated officer shall prepare a list of all approved claims, showing the name of the claimant, the purpose, the date, and the amount of the paid claim and submit such list to the Village Board. The Finance Director shall provide such list not less than monthly.

(c) ANNUAL AUDIT. An annual detailed audit of the Village's financial transactions and accounts by a public accountant licensed under Ch. 442, Wis. Stats., is hereby authorized.

(2) PURCHASE AUTHORIZATION AMOUNTS. (Cr. Ord. #30-90)

(a) Budgeted Items. (Am. Ord. #7-03; Am. Ord. #12-14) The following amounts apply to purchases of goods as well as to contracts for services approved by the Village Board in the budget process:

<u>1. Up to \$2,500.00</u>	<u>Department head or department delegate authorization</u>
<u>2. Up to \$7,500</u>	<u>Village Administrator authorization</u>
<u>3. Up to \$15,000</u>	<u>Committee authorization</u>
<u>4. \$Over \$15,000</u>	<u>Village Board authorization</u>

(b) Nonbudget and Over-budget Items. Spending over \$500 not approved in the normal budget process or spending over a budget limit should be approved by the board except in the case of emergency.

(c) Emergency Approvals. In the event of emergency situations that have the potential to cause harm to life, health or property, purchases may be approved outside of the normal processes. In these

situations, the relevant department head must inform the Village Board of the purchase(s), along with an explanation of the event.

(d) Change orders are to be approved by the department head that has authority over the contract for which the change order is applicable. If the change order exceeds \$5,000.00, then the change order shall also be approved by the Village Administrator. Once the change order has been approved, the work as stated in the change order can immediately proceed provided that:

1. The members of the committee that oversees the contract or project shall be immediately notified by email of the amount and reason for the change order; and

2. The change order shall be placed on the committee's next agenda for approval. (Cr. Ord. #31-14)

SECTION 2. This ordinance shall take effect and be in full force the day after its passage and publication, as provided by law.

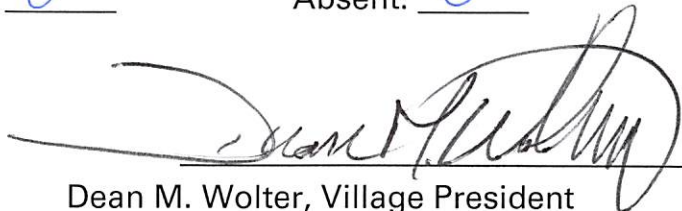
Introduced by Trustee: Trustee Baum

Adopted: April 2, 2018

Vote: Ayes: 9

Nays: 0

Absent: 0




Dean M. Wolter, Village President

APPROVED AS TO FORM:



Brian C. Sajdak, Village Attorney
Village Clerk

ATTEST:



Deanna L. Boldrey,