

ORDINANCE NO. 2024-17

INTRODUCED BY COUNCIL WOMAN WILLIAMS

**AN EMERGENCY ORDINANCE PROVIDING DIRECTIVES TO THE VILLAGE OF OAKWOOD FINANCE DIRECTOR REGARDING EXPENDITURES AND RELATED FINANCE DEPARTMENT MATTERS AND DECLARING AN EMERGENCY.**

**WHEREAS**, the Village of Oakwood is currently under a special forensic audit by the Ohio Auditor of State Keith Faber and the Legislative Authority is implementing budgetary control measures pending the outcome of the special forensic audit; and,

**WHEREAS**, the Village of Oakwood's Legislative Authority pursuant to its directive given to the Finance Director during its finance committee meeting provides no authority for any payments to be disbursed to Aurora Landscaping, or any of its officers, directors, employees, partners, members, managers, agents, advisors, subsidiaries or representatives of Aurora Landscaping; and,

**WHEREAS**, the Village of Oakwood's Legislative Authority pursuant to its directive given to the Finance Director during its finance committee meeting provides no authority for any payments to be disbursed to Mt. Zion of Oakwood Village, or any of its officers, directors, employees, partners, members, managers, agents, advisors, subsidiaries or representatives of Mt. Zion of Oakwood Village; and,

**WHEREAS**, the Village of Oakwood's Legislative Authority pursuant to its directive given to the Finance Director during its finance committee meeting provides no authority for any payments to be disbursed to Purity Products, or any of its officers, directors, employees, partners, members, managers, agents, advisors, subsidiaries or representatives of Purity Products; and,

**WHEREAS**, the Village of Oakwood's Legislative Authority pursuant to its directive given to the Finance Director during its finance committee meeting provides no authority for any payments to be disbursed to Billy Donato, or any officers, directors, employees, partners, members, managers, agents, advisors, subsidiaries or representatives of Billy Donato; and,

**WHEREAS**, the Village of Oakwood's Legislative Authority pursuant to its directive given to the Finance Director during its finance committee meeting provides no authority for any payments to be disbursed to Carlean Perez for services of fitness instructor that occur within or outside of the Recreation Director's regularly scheduled hours, or any of its officers, directors, employees, partners, members, managers, agents, advisors, subsidiaries or representatives of Carlean Perez; and,

**WHEREAS**, the Village of Oakwood's Legislative Authority pursuant to its directive given to the Finance Director during its finance committee meeting provides no authority for any payments to be disbursed, in general, for any landscaping services and any related landscaping service costs including, but not limited to, landscaping engineer services within the Village of Oakwood, or any of the service providers officers, directors, employees, partners, members,

managers, agents, advisors, subsidiaries or representatives without prior approval of the legislative authority; and,

**WHEREAS**, the Village of Oakwood's Legislative Authority pursuant to its directive given to the Finance Director during its finance committee meeting provides no authority for any payments and disbursements to be executed on behalf of the aforementioned vendors, consultants, organizations, or entities for general landscaping services, Aurora Landscaping, Mt. Zion of Oakwood Village, Purity Products, Billy Donato, or Carlean Perez for services of fitness instructor; and,

**WHEREAS**, the Village of Oakwood's Legislative Authority pursuant to its directive given to the Finance Director during its finance committee meeting provides no authority for any payments and disbursements to be made for any expenses or expenditures without the prior approval of the legislative authority. Purchase requisitions and invoices shall require prior approval from the legislative authority; and,

**WHEREAS**, the Village of Oakwood's Legislative Authority pursuant to its directive given to the Finance Director during its finance committee meeting and regular council meeting on April 9, 2024 shall collect all credit cards by April 12, 2024, except gas cards specifically assigned by PIN or name listed directly on the credit card or card issued specifically by employee name to village safety personnel, and cancel and destroy such cards, according to ORC, upon return to Finance Director and maintain one credit card for village use to be maintained in a secure location by the Finance Director. The Finance Director is required to establish a village credit card log that includes the following, in any order: village credit card name and last 4 numbers of credit card account, first and last name of employee requesting use, purpose for requesting use of the village credit card, date of the request, itemization of expected purchases including costs, time village credit card was signed out with a corresponding signature line for the employee signing out the village card, and time village credit card was signed in to the Finance Director after use with a corresponding signature line for the employee signing the village card in. Additional information may be included within the village credit card log; and,

**WHEREAS**, the Village of Oakwood's Legislative Authority is aware emergency situations resulting in emergency expenses may arise. The Finance Director will report said emergency to the Legislative Authority via email or other hard copy documentation within 48 hours of an emergency expense detailing the nature of the emergency, when the Finance Director became aware of the emergency, the employee or individual who witnessed or handled the emergency, when the employee or individual became aware of the emergency, how the emergency was resolved, the detailed expenses associated with the emergency, and the method used to make payment for the emergency. Emergency expenses and situations shall still be properly accounted for and reported with the necessary receipts. The Village of Oakwood's Legislative Authority will recover any public dollars expended for emergency purchases made that are not deemed an emergency by the legislative authority; and,

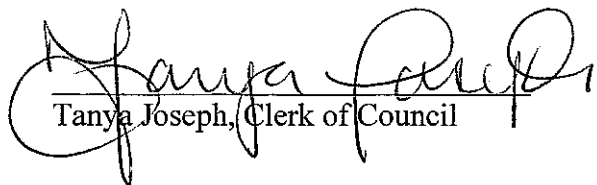
**WHEREAS**, the Village of Oakwood's Legislative Authority pursuant to its directive given to the Finance Director shall immediately establish a Village of Oakwood Purchasing Guidance explaining proper public use of funds, methods, and any relevant Ohio Revised Codes to be reviewed and approved by the Legislative Authority and after approval be provided to each village employee and a written signature provided as acknowledgment of the guidance with said signature log to be maintained by the Finance Director and provided to the Legislative Authority; and,

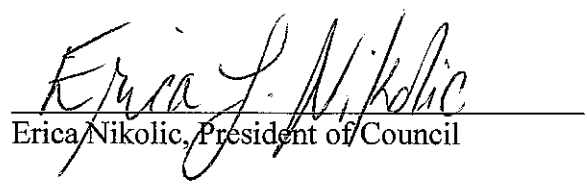
**WHEREAS**, the Village of Oakwood's Legislative Authority will recover any public dollars expended for purchases made or invoices dated prior to the legislative authority's explicit approval and all expenses not related to proper public use; and,

**NOW THEREFORE, BE IT ORDAINED** by the Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio that:

**SECTION 1.** This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the inhabitants of the Village, the reason for the emergency being the same that relates to the daily operation of a municipal department and the ability of the village to provide uninterrupted services to the citizens of the Village, therefore, provided it receives the two-thirds vote of all members of Council elected thereto. Said ordinance shall be in full force and effect immediately upon its adoption by this council and approval by the Mayor, otherwise from and after the earliest period allowed by law.

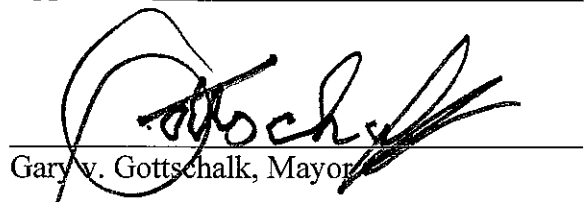
PASSED: 4.15.2024

  
Tanya Joseph, Clerk of Council

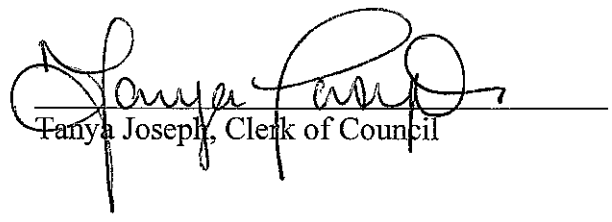
  
Erica Nikolic, President of Council

Presented to the Mayor: 4.19.24

Approved: 4.19.24

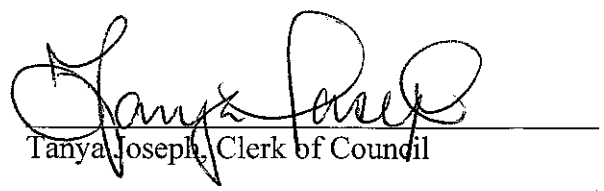
  
Gary v. Gottschalk, Mayor

I, Tanya Joseph, Clerk of Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio, do hereby certify that the foregoing Ordinance No. 2024-17 was duly and regularly passed by this Council at the meeting held on 15<sup>th</sup> day of April, 2024.

  
Tanya Joseph, Clerk of Council

**POSTING CERTIFICATE**

I, Tanya Joseph, Clerk of Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio, do hereby certify that Ordinance No. 2024-17 was duly posted on the 22<sup>nd</sup> day of April, 2024, and will remain posted in accordance with the Oakwood Village Charter.

  
Tanya Joseph, Clerk of Council

DATED: 4.22.2024