

# THE VILLAGE CITY CODE

## CHAPTER 2

### ADMINISTRATION

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### ARTICLE I. IN GENERAL

#### Sec. 2-1. Wards.

New lines for the five (5) wards in the city are hereby established as follows:

#### WARD 1

Beginning at a point in the middle of the intersection of Britton Road and Waverly Avenue; thence south along the middle of Waverly Avenue to a point immediately east of the rear lot lines of the lots facing Andover Court to the north; thence west along the rear lot lines of said lots facing Andover Court to the middle of Nichols Road; thence southwesterly down the middle of Nichols Road to a point directly east of the rear lot lines of the lots facing Brighton Avenue to the north; thence west along the rear lot lines of the said lots facing Brighton Avenue to the middle of Pennsylvania Avenue; thence south down the middle of Pennsylvania Avenue to a point directly east of the rear lot lines of the lots facing Westchester Drive to the north; thence west along the rear lot lines of the said lots facing Westchester Drive to a point at the middle of Greystone Avenue; thence south down the middle of Greystone Avenue to a point directly east of the rear lot lines of the lots facing Westchester Drive to the north; thence west along the said rear lot lines of the lots facing Westchester Drive to a point at the middle of Guilford Lane; thence north down the middle of Guilford Lane to a point directly west of the rear lot lines of the lots facing Westchester Drive to the south to a point at the middle of Wellington Avenue and Andover Court; thence east down the middle of Andover Court to a point in the middle of the intersection of Andover Court and Greystone Avenue; thence north down the middle of Greystone Avenue to a point in the middle of the intersection of Greystone Avenue and Andover Court; thence east down the middle of Andover Court to a point in the middle the intersection of Stratford Drive and Andover Court; thence northwesterly down the middle of Stratford Drive to a point in the middle of the intersection of Stratford Drive and Carlisle Road; thence east down the middle of

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Carlisle Road to a point in the middle of the intersection of Carlisle Road and Pennsylvania Avenue; thence north down the middle of Pennsylvania Avenue to the middle of the intersection of Pennsylvania Avenue and Britton Road; thence east down the middle of Britton Road to the middle of the intersection of Britton Road and Waverly Avenue, the point or place of beginning.

### WARD 2

Beginning at a point in the middle of the intersection of Britton Road and Stratford Drive; thence south down the middle of Stratford Drive to the middle of the intersection of Stratford Drive and Churchill Way; thence west down the middle of Churchill Way to a point in the middle of the intersection of Churchill Way and Greystone Avenue; thence south down the middle of Greystone Avenue to a point in the middle of the intersection of Greystone Avenue and Carlisle Road; thence west down the middle of Carlisle Road to a point in the middle of the intersection of Carlisle Road and Village Drive; thence south down the middle of Village Drive to a point in the middle of the intersection of Village Drive and Andover Court; thence southwesterly down the middle of Andover Court to the middle of the intersection of Andover Court and Wellington Avenue; thence north down the middle of Wellington Avenue to the middle of the intersection of Wellington Avenue and Britton Road; thence west down the middle of Britton Road to a point directly south of the rear lot lines of the lots facing Lakeshore Drive; thence in a northwesterly direction along the rear or west lot lines of the lots immediately abutting the west boundary of the City of The Village to a point in the middle of Hefner Road; thence east down the middle of Hefner Road to a point in the middle of the intersection of Hefner Road and Lakeside Drive; thence south approximately one-half mile down the middle of Lakeside Drive; thence east down the middle of Lakeside Drive to a point in the middle of the intersection of Lakeside Drive and North May Avenue; thence south down the middle of North May Avenue to the middle of the intersection of Carlton Way and North May Avenue; thence east and southeasterly to the middle of the intersection of Carlton Way and Sunnymeade Place; thence south down the middle of Sunnymeade Place to the middle of the intersection of Sunnymeade Place and Britton Road; thence east down the middle of Britton Road to the middle of the intersection of Britton Road and Stratford Drive, the point or place of beginning.

### WARD 3

Beginning at the middle of the intersection of Britton Road and Stratford Drive; thence southwesterly down the middle of Stratford Drive to a point in the middle of the intersection of Stratford Drive and Churchill Way; thence west down the middle of Churchill Way to the middle of the intersection of Churchill Way and Greystone Avenue; thence south down the middle of Greystone Avenue to the middle of the intersection of Greystone Avenue and Carlisle Road; thence west down the middle of Carlisle Road to the middle of the intersection of Carlisle Road and Village Drive; thence southwesterly down the middle of Village Drive to

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the middle of the intersection of Village Drive and Andover Court; thence east down the middle of Andover Court to a point in the middle of the intersection of Andover Court and Greystone Avenue; thence north down the middle of Greystone Avenue to a point in the middle of the intersection of Greystone Avenue and Andover Court; thence east down the middle of Andover Court to a point in the middle the intersection of Stratford Drive and Andover Court; thence northwesterly down the middle of Stratford Drive to a point in the middle of the intersection of Stratford Drive and Carlisle Road; thence east down the middle of Carlisle Road to a point in the middle of the intersection of Carlisle Road and Pennsylvania Avenue; thence north down the middle of Pennsylvania Avenue to the middle of the intersection of Britton Road and Pennsylvania Avenue; thence east down the middle of Britton Road to the middle of the intersection of Britton Road and Waverly Avenue; thence north down the east boundary line of the City of The Village, which is the east Boundary of Waverly Avenue, to the middle of Hefner Road; thence west down the middle of Hefner Road to a point at the middle of the intersection of Hefner Road and Pennsylvania Avenue; thence south down the middle of Pennsylvania Avenue to the middle of the intersection of Plymouth Lane and Pennsylvania Avenue; thence east down the middle of Plymouth Lane to the middle of the intersection of Plymouth Lane and Lyndon Road; thence southwesterly down the middle of Lyndon Road to the middle of the intersection of Lyndon Road and Meeker Drive; thence southeasterly down the middle of Meeker Drive to the middle of the intersection of Meeker Drive and Haverhill Place; thence south down the middle of Haverhill Place to the middle of the intersection of Haverhill Place and Lanesboro Drive; thence west down the middle of Lanesboro Drive to the middle of the intersection of Lanesboro Drive and Pennsylvania Avenue; thence south down the middle of Pennsylvania Avenue to a point directly east of the north lot line in the area designated as Park; thence west down said north lot line of the area designated as Park and continuing west down the center of Huntleigh Drive to a point in the middle of Village Drive; thence south down the middle of Village Drive to the middle of the intersection of Gladstone Terrace and Village Drive; thence west on Gladstone Terrace to the middle of the intersection of Gladstone Terrace and Ashley Place; thence south on Ashley Place to a point in the middle of the intersection of Ashley Place and Carlton Way; thence southeasterly down the middle of Carlton Way to the middle of the intersection of Carlton Way and Village Drive; thence due south down the middle of Stratford Drive to the middle of the intersection of Stratford Drive and Britton Road, the point or place of beginning.

### WARD 4

Beginning at a point in the middle of the intersection of Orlando Road and North May Avenue; thence south down the middle of May Avenue to a point in the middle of the intersection of North May Avenue and Lakeside Drive; thence west approximately one-half mile down the middle of Lakeside Drive; thence north down the middle of Lakeside Drive to a point in the middle of the intersection of Lakeside Drive and Hefner Road; thence east down the middle of Hefner Road to a

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point in the middle of the intersection of Pennsylvania Avenue and Hefner Road; ; thence south down the middle of Pennsylvania Avenue to the middle of the intersection of Plymouth Lane and Pennsylvania Avenue; thence east down the middle of Plymouth Lane to the middle of the intersection of Plymouth Lane and Lyndon Road; thence southwesterly down the middle of Lyndon Road to the middle of the intersection of Lyndon Road and Meeker Drive; thence southeasterly down the middle of Meeker Drive to the middle of the intersection of Meeker Drive and Haverhill Place; thence south down the middle of Haverhill Place to the middle of the intersection of Haverhill Place and Lanesboro Drive; thence west down the middle of Lanesboro Drive to the middle of the intersection of Lanesboro Drive and Pennsylvania Avenue; thence south down the middle of Pennsylvania Avenue to the north boundary line of the area called Park; thence west along the north boundary line of said park and continuing west and southwesterly down the center of Huntleigh Drive to a point in the middle of the intersection of Huntleigh Drive and Kings Way; thence west down the middle of Kings Way to a point in the middle of the intersection of Kings Way and Ridgeview Drive thence north and northwesterly down the middle of Ridgeview Drive to a point in the middle of the intersection of Ridgeview Drive and Sunnymeade Place; thence southwesterly down the middle of Sunnymeade Place to the middle of the intersection of Sunnymeade Place and Orlando Road; thence west down the middle of Orlando Road to the middle of the intersection of Orlando Road and North May Avenue, the point or place of beginning.

### WARD 5

Beginning at a point in the middle of the intersection of North May Avenue and Orlando Road; thence south down the middle of North May Avenue to the middle of the intersection of Carlton Way and North May Avenue; thence east and southeasterly down the middle of Carlton Way to the middle of the intersection of Carlton Way and Sunnymeade Place; thence south down the middle of Sunnymeade Place to the middle of Britton Road; thence east down the middle of Britton Road to the middle of the intersection of Britton Road and Stratford Drive; thence north down the middle of Stratford Drive to the middle of the intersection of Carlton Way and Village Drive; thence northwesterly down the middle of Carlton Way to the middle of the intersection of Carlton Way and Ashley Place thence northwesterly down the middle of Ashley Place to a point in the middle of the intersection of Ashley Place and Gladstone Terrace; thence east on Gladstone Terrace to a point in the middle of the intersection of Gladstone Terrace and Village Drive; thence north to a point in the middle of the intersection of Village Drive and Huntleigh Drive; thence west and southwesterly down Huntleigh Drive to the intersection of Huntleigh Drive and Kings Way; thence west down the middle of Kings Way to the middle of the intersection of Ridgeview Drive and Kings Way; thence northwesterly down the middle of Ridgeview Drive to a point in the middle of the intersection of Ridgeview Drive and Sunnymeade Place; thence south down the middle of Sunnymeade Place to the middle of the intersection of Sunnymeade Place and Orlando Road; thence west down the middle of Orlando Road to the

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intersection of Orlando Road and North May Avenue, the point or place of beginning.

(Ord. No. 228, § 1, 2-15-77; Ord No. 572, § 1, 11-6-01; Ord. No. 668, § 1, 12-06-2011)

Charter references--Wards, § 4 elections, § 35 et seq.

State law references--Wards, 11 O.S. § 20-101 et seq. municipal elections, 11 O.S. § 16-101 et seq.

\*Charter references -- Art. X. Wards, § 4 elections, § 35 et seq.

### **Sec. 2-2. Absentee ballots.**

Pursuant to Title 26, section 14-101, of the Oklahoma Statutes, absentee ballots are hereby authorized for all municipal elections in the city.

(Ord. No. 379, § 1, 4-7-87)

Editor's note--Ord. No. 379, § 1, adopted April 7, 1987, adding provisions designated as § 7-8-1 to the 1976 Code, has been included as § 2-2 herein at the discretion of the editor.

Charter reference--Elections § 35 et seq.

### **Sec. 2-3. Methods of filing for elected office.**

(a) Any person qualified as an elector in his respective Ward may have his name placed on the ballot as a candidate for Council Member from said Ward by properly filing and paying a filing fee of fifty (\$50.00) dollars at the Oklahoma County Election Board, Oklahoma City, Oklahoma, during the filing period established by City Charter.

(b) Said filing fee shall be in the form of a certified check or a cashier's check and shall be refunded to the candidate if the candidate is unopposed in the election or receives at least fifteen (15%) percent of the votes cast in the election. In all other instances, said filing fee shall be forfeited.

(Ord. No. 525, 1, 2-6-96)

Charter reference -- Secs 36--38.

### **Secs. 2-4--2-15. Reserved.**

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### ARTICLE II. RETIREMENT SYSTEM

#### Sec. 2-16. System established.

Pursuant to the authority conferred by the laws of the State of Oklahoma, and for the purpose of encouraging continuity and meritorious service on the part of City employees and thereby promote public efficiency, there is hereby authorized, created, established, and approved and adopted, effective as of February 1, 1996, the funded Pension Plan designated "Employee Retirement System of The City of The Village, Oklahoma, Defined Contribution Plan," (hereinafter called System), an executed counterpart of which is marked Exhibit "A" and attached hereto as part hereof.

(Ord. No. 391, §1, 8-4-87 Ord. No. 476, §1, 8-4-92 Ord. No. 523, §1, 11-21-95)

#### Sec. 2-17. Administration.

For the purpose of administration of the System there is hereby established a Board of Trustees, which shall be the members of the Council of The City of The Village, Oklahoma, as now existing or as from time to time duly elected or appointed and constituted. The powers and duties of the Board of Trustees shall be as set forth in the System instrument attached hereto as Exhibit "A".

(Ord. No. 391, §1, 8-4-87 Ord. No. 476, §1, 8-4-92 Ord. No. 523, §1, 11-21-95)

#### Sec. 2-18. Fund.

A fund is hereby provided for the exclusive use and benefit of the persons entitled to benefits under the System. All contributions to such fund shall be paid over to and received in trust for such purpose by the City Treasurer, who shall be the Treasurer of the System. The City Treasurer shall hold such contributions in the form received, and from time to time pay over and transfer the same to the City's Authorized Agent, as duly authorized and directed by the Board of Trustees. The Fund shall be non-fiscal and shall not be considered in computing any levy when the annual estimate is made to the County Excise Board.

(Ord. No. 391, §1, 8-4-87 Ord. No. 476, §1, 8-4-92 Ord. No. 523, §1, 11-21-95)

#### Sec. 2-19. Appropriations.

(a) The City of The Village, Oklahoma, is hereby authorized to incur the necessary expenses for the establishment, operation, and administration of the System, and to appropriate and pay the same. In addition, the City of The Village, Oklahoma, is hereby authorized to appropriate annually such amounts as are required in addition to employee contributions to maintain the System and the Fund in accordance with the provisions of the Defined Contribution Plan.

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(b) Any appropriation so made to maintain the System and Fund shall be for deferred wages or salaries, and for the payment of necessary expenses of operation and administration and shall be paid to the City's Authorized Agent as authorized by the Board of Trustees, through the City Treasurer.

(Ord. No. 391, §1, 8-4-87 Ord. No. 476, §1, 8-4-92 Ord. No. 523, §1, 11-21-95)

### **Sec. 2-20. Execution.**

The Mayor and City Clerk are each hereby authorized and directed to execute (in counterparts, each of which shall constitute an original) the System instrument, and to do all other acts and things necessary, advisable, and proper to put said System and related trust into full force and effect, and to make such changes therein as may be necessary to qualify the same under Section 401(a) and 501(a) of the Internal Revenue Code of the United States. The counterpart attached hereto as Exhibit "A", which has been duly executed as aforesaid simultaneously with the passage of this Ordinance and made a part hereof, is hereby ratified and confirmed in all respects.

The Council is hereby authorized and directed to proceed immediately on behalf of the City of The Village, Oklahoma, to pool and combine the Fund with similar funds for purposes of pooled management and investment.

(Ord. No. 391, §1, 8-4-87 Ord. No. 476, §1, 8-4-92 Ord. No. 523, §1, 11-21-95)

### **Sec. 2-21. Longevity Plan and Trust Adopted.**

(a) The Employee Retirement System of The City of The Village is amended as reflected in Exhibit "B", which is incorporated herein and adopted by reference. Exhibit "B" shall be known as the City of The Village Longevity Plan and Trust.

(b) The Retirement System of the City of The Village, Oklahoma, except as modified herein, shall remain in full force and effect according to its original terms and conditions.

(c) The City Clerk and Mayor are hereby authorized and directed to execute the amended Retirement System documents and to do all the other acts necessary to put said amendment into effect. The executed document attached hereto as Exhibit "B" is hereby ratified and confirmed in all respects.

(Ord. No. 482, §1-3, 12-15-92 Ord. No. 523, §1, 11-21-95)

### **Secs. 2-22--2-30. Reserved.**

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ARTICLE III. FINANCE AND FISCAL PROCEDURES

DIVISION 1. GENERALLY

Secs. 2-31--2-40. Reserved.

DIVISION 2. TRUST AND AGENCY FUND

Sec. 2-41. Policy.

The council of the City of The Village hereby deems it in the best interest of the city to stabilize worker's compensation premiums by establishing a trust and agency fund for the purpose of reserving funds for future payments of worker's compensation claims pursuant to an agreement dated July 5, 1988, between the city and the Oklahoma Municipal Assurance Group. Said agreement is made part of this division (see Exhibit A to Ordinance No. 408).

(Ord. No. 408, § 1, 7-5-88)

Sec. 2-42. Definitions.

As used in this division the following words and phrases shall have the following meanings:

*Group:* The Oklahoma Municipal Assurance Group.

*Plan:* The Oklahoma Municipal Assurance Group Worker's Compensation Plan.

*Trust and agency fund:* The City of The Village-Oklahoma Municipal Assurance Group Worker's Compensation Plan Trust and Agency Fund.

(Ord. No. 408, § 2, 7-5-88)

Sec. 2-43. Trust and agency fund created disposition of monies.

(a) There is hereby created a trust and agency fund for the purpose of reserving funds for future payment of worker's compensation claims pursuant to an agreement dated July 5, 1988, with the Oklahoma Municipal Assurance Group. Said trust and agency fund shall be designated "The City of The Village-Oklahoma Municipal Assurance Group Worker's Compensation Plan Trust and Agency Fund."

(b) The city treasurer shall transfer into the trust and agency fund monies equal to the amount so designated and invoiced by the group and approved by the city council. Said monies are to be held in trust for future payments of worker's

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compensation claims as required by the group or until released under the terms of section 2-46 herein.

(c) In the event the city is unable to transfer the said amount invoiced into the trust and agency fund upon approval by the council, then the city treasurer shall take appropriate steps to make periodic payments into the trust and agency fund in order that the amount invoiced is available for payment to the group by the next June thirtieth.

(Ord. No. 408, § 3, 7-5-88)

\*Charter references--Department of finance, fiscal affairs, Art. IV official bonds, § 51.

Cross references--Appropriation or budget ordinances saved from repeal, § 1-6(1) ordinances relating to bond issuance or redemption saved from repeal, § 1-6(2) ordinances authorizing specific contracts saved from repeal, § 1-6(3) ordinances authorizing specific sale, lease or purchase of property saved from repeal, § 1-6(4) taxation, Ch. 22.

Editor's note--Ordinance No. 408, adopted July 5, 1988, did not expressly amend the Code hence, codification of Sec. 1-7 as Art. III, Div. 2, Sec. 2-41--2-47, was at the editor's discretion.

### **Sec. 2-44. Earned interest transfer.**

The city treasurer may transfer any interest earned from the trust and agency fund into the general fund or other appropriate fund as designated by the city council.

(Ord. No. 408, § 4, 7-5-88)

### **Sec. 2-45. Worker's compensation claims.**

(a) Only claims made by the group pursuant to the agreement dated July 5, 1988, between the group and the city shall be paid from the trust and agency fund with the exception of earned interest transfers as described in section 2-44 herein.

(b) Upon presentation of a claim by the group for any or all amounts in the trust and agency fund, the city treasurer, or designee shall make payment forthwith to the group.

(Ord. No. 408, § 5, 7-5-88)

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### **Sec. 2-46. Release of funds.**

In the event that the city receives written notice of release from the group that monies reserved in the trust and agency fund are no longer needed, the city treasurer shall transfer said monies to the general fund or other appropriate fund as designated by the city council.

(Ord. No. 408, § 6, 7-5-88)

### **Sec. 2-47. Annual audited financial statement.**

The city shall send to the group the annual audited financial statement of the trust and agency fund no later than January 1 following the end of each fiscal year.

(Ord. No. 408, § 7, 7-5-88)

## **DIVISION 3. PURCHASING**

### **Secs. 2-48--2-59. Reserved.**

### **Sec. 2-60. Appointment of Purchasing Officer/Encumbering Officer.**

(a) The city manager shall be authorized to appoint a purchasing officer or officers having authority to make purchases or enter into contracts against all budget appropriation accounts as authorized by law.

(b) The city manager shall be authorized to appoint an encumbering officer or officers having authority and responsibility to encumber financial obligations against the unencumbered account balances.

(Ord. 459, Section 1, 8-6-91 Ord. No. 563, §1, 11-21-00)

### **Sec. 2-61. Issuance of Purchase Orders.**

Each duly appointed purchasing officer shall be authorized to issue purchase orders for purchases and contracts and to make a commitment in an amount not to exceed one thousand dollars (\$1,000.00) without prior permission or authorization from the officer charged with keeping the appropriation and expenditure records, provided however, that the purchasing officer shall submit the white copy of the purchase order to the encumbrance officer by the end of the following work week or as soon as practical thereafter. The purchasing officer shall keep the blue and pink copy of the purchase order and return a signed blue copy to the encumbrance officer, to certify that the purchase has been verified and received and is ready for payment. The Encumbering Officer charged with

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keeping the appropriation and expenditure records shall, if there is an unencumbered balance in the appropriation made for that purpose, so certify by signing the purchase order and by recording the encumbrance against the appropriate appropriation account.

Purchase orders for purchases or contracts that exceed one thousand dollars (\$1,000.00) shall be submitted by each purchasing officer, prior to the time the commitment is made, to the officer charged with keeping the appropriation and expenditure records who shall, if there be an unencumbered balance in the appropriation made for that purpose, so certify by signing the purchase order authorizing the commitment to be made and by recording the encumbrance against the appropriate appropriation account.

In instances where it is impossible to ascertain the exact amount of expenditure to be made at the time of issuing any purchase order, an estimated amount may be used. The amount shown on the purchase order shall be adjusted accordingly at the time that the exact amount of the expenditure is ascertained.

The city clerk or his or her designee shall be authorized to issue a purchase order upon the receipt of an invoice for recurring monthly or periodic service or rental charges. The processing of such purchase orders for payment shall be the same as provided for other purchase orders in accordance with applicable city regulations, city ordinances and state law.

(Ord. 459, Section 1, 8-6-91 Ord. No. 563, §1, 11-21-00) State law reference: 62 O.S. 1981 Section 310.1 as amended.

(a) A blanket purchase order may be issued for recurring purchases of goods or services if a maximum authorized amount for all purchases pursuant to a blanket purchase order is specified in the order. The maximum authorized amount shall not exceed One Thousand Five Hundred Dollars (\$1,500.00).

(b) Blanket purchase orders shall be prepared, filed and encumbered in the manner provided for purchase orders and as authorized by law or regulation, except no written requisition shall be required for a blanket purchase order. Prior to payment, the encumbering officer shall verify the blanket purchase order by signature.

(c) After satisfactory delivery of goods or services pursuant to a blanket purchase order, a vendor's invoice shall be submitted to and approved by the encumbering officer and forwarded for payment. An itemized list of goods or services purchased pursuant to the blanket purchase order shall be attached to the vendor's invoice if said invoice does not contain an itemized list of goods or services purchased pursuant to the blanket purchase order. Payment of invoices from vendors pursuant to an approved blanket purchase order may be authorized by the city clerk without further council approval.

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(Ord. 459, Section 1, 8-6-91 Ord. No. 563, §1, 11-21-00) State law reference. 62 O.S. 1981, Section 310.8 as amended.

### **Sec. 2-63. Payments without purchase orders.**

The City Clerk may authorize payment of the following taxes and invoices as they become due without a purchase order or further approval of the city council:

1. Taxes, including, but not limited to, withholding, social security, Medicare or unemployment compensation taxes

2. Retirement or pension fund payments or contributions which are payable pursuant to a resolution, ordinance, contract or other appropriate agreement which has been approved by the city council

3. Payments for insurance or related coverages, including, but not limited to, accident, health or life, workers' compensation, or any other property, vehicle, marine, surety, liability or casualty coverages, which are payable under a valid contract, policy or other appropriate agreement which has been approved by the city council.

4. Payments to the Postmaster for replenishing the postage meter and postage for utility billing.

5. Payroll claims and deductions.

(Ord. 459, Section 1, 8-6-91). State law reference. 62 O.S. 1981 Section 304.1 (D) as amended.

### **Sec. 2-64. Noncollusion Affidavit.**

On every invoice submitted to the city for payment of an architect, contractor, engineer or supplier of materials of Twenty Five Thousand Dollars (\$25,000.00) or more, a sworn noncollusion affidavit shall be signed and attached to the invoice. The content of the affidavit shall be in accordance with the provisions of 74 O.S. 2001, Section 3109 as amended. (Effective July 1, 2002)

(Ord. 459, Section 1, 8-6-91 Ord. No. 563, §1, 11-21-00) State law reference. 62 O.S. 2001, Section 310.9 as amended.

### **Sec. 2-65. Processing and approval of invoices for payment.**

After satisfactory delivery of the merchandise or completion of the contract, the supplier shall deliver an invoice to the city. Such invoice shall state the supplier's name and address and must be sufficiently itemized to clearly

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describe each item purchased, its unit price, where applicable, the number or volume of each item purchased its total price, the total of the purchase and the date of the purchase. The appropriate city officer shall attach the delivery tickets, freight tickets or other supporting information to the original invoice and, after checking for the current purchase order number. The city treasurer, or designee, shall not pay any invoice until the blue copy of the purchase order certifying that the order is true and correct and is ready for payment has been signed and returned by the appropriate purchasing officer.

Payment of invoices shall not be subject to prior city council approval. A list of all invoices processed for payment shall be prepared and submitted to the city council for review. The list shall include at least the following information:

- a. The purchase order or invoice number, if required
- b. The department making the expenditure
- c. The name of the supplier
- d. A description of the items purchased or services provided
- e. The amount of the expenditure.

The city council shall review the items on the list that have been administratively approved for payment as provided herein.

(Ord. 459, Section 1, 8-6-91 Ord. No. 563, §1, 11-21-00)

### **Sec. 2-66. Petty Cash Funds.**

(a) The city clerk shall be authorized to create a petty cash fund or funds for use by authorized employees in making small purchases of materials and supplies that are not practical or efficient to purchase through other approved purchasing methods. The administration of the petty cash fund or funds shall be subject to internal controls and procedures as may be required by the city's independent auditor provided however, that the total combined amount that may be outstanding in petty cash funds may not at anytime exceed one thousand five hundred dollars (\$1,500.00).

(Ord. No. 563, §1, 11-21-00)

### **Sec. 2-67. Competitive Bidding.**

(a) Before the purchase of any supplies, materials, equipment exceeding one thousand dollars (\$1,000.00) in cost or before entering a contract for a public improvement exceeding two thousand dollars (\$2,000.00) in cost, the purchasing

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agent shall, to the extent that is practical, obtain competitive bids, quotes or proposals from qualified suppliers, vendors or contractors.

(b) The publication or posting of bid notices, requests for proposals or requests for quotes shall not be required.

(c) Quotes, bids or proposals for supplies, materials or equipment may be obtained by catalog, regular mail, facsimile, email, Internet or by telephone.

(d) A quote, bid, proposal or contract shall be awarded to the lowest responsible bidder, except when factors such as quality, availability, delivery time, shipping cost, warranty, discount, serviceability, life cycle cost and other similar considerations would render the purchase of higher priced supplies, materials, equipment or public improvement in the best interest of the city.

(e) A contract for any public improvement falling under the purview of the Oklahoma Public Competitive Bidding Act of 1974, as amended, shall be competitively bid in accordance with the provisions of said act.

(f) The purchase of supplies, equipment, materials and public improvements that are made available to the city pursuant to a valid contract competitively bid by the State of Oklahoma or by any political subdivision thereof, or a competitive bid taken by any local governmental consortium or cooperative shall be deemed to have met the competitive bidding requirements of this section.

(Ord. No. 563, §1, 11-21-00) State law reference: Title 61 O.S., §102 et seq. (City Charter Reference: Section 30)

### DIVISION 4. DEPOSITS & INVESTMENTS

**Secs. 2-68-2-99 Reserved.**

**Sec. 2-100. Depositories.**

(a) The city treasurer shall be authorized to deposit funds of the city in any financial institution authorized by state law.

**Sec. 2-101. Investments.**

(a) The city treasurer shall be authorized to invest funds of the city in any instrument authorized by state law, including, but not limited to, the following:

(1) Direct obligations of the United States Government, its agencies or instrumentalities to the payment of which the full faith and credit of the Government of the United States is pledged.

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(2) Collateralized or insured certificates of deposit of banks and credit unions located in this state, when the certificates of deposit are secured with acceptable collateral, or fully insured certificates of deposit at banks and credit unions located out of state.

(3) Savings accounts or certificates to the extent that the accounts or certificates are fully insured by the Federal Deposit Insurance Corporation (FDIC).

(4) Prime banker's acceptances which are eligible for purchase by the Federal Reserve System and which do not exceed two hundred and seventy (270) days' maturity. Purchases of prime commercial paper may not exceed ten (10%) percent of the surplus funds of the city and not more than one-half of the ten (10%) percent limit, shall be invested in any one commercial bank.

(5) Repurchase agreements that have underlying collateral consisting of those items specified in Section 2-102 (e) of this Chapter.

State law reference - Title 62, O.S. 2001, § 348.3

### **Sec. 2-102. Collateral.**

(a) Certificates of deposit, which are insured, but not otherwise collateralized, shall be invested in amounts less than \$100,000 in order to protect any accrued interest due to the city provided however, that this requirement may be waived if accrued interest on the certificate of deposit is paid monthly.

(b) Deposits or investments that are not insured by the Federal Deposit Insurance Corporation (FDIC) shall be collateralized at the rate of at least one hundred and ten percent (110%) of the principal amount invested.

(c) Collateral pledged to secure city funds shall be valued at market value.

(d) Financial institutions shall provide each fiscal quarter, written evidence of the market value of the collateral pledged to the city.

(e) The following collateral shall be accepted by the city:

(1) United States Treasury Bonds, Notes or Bills or other instrument of the United States to which the full faith and credit of the United States is pledged to the payment thereof.

(2) State of Oklahoma Bonds, Notes, or Certificates payable to the State Treasurer and issued by an agency of the State of Oklahoma pursuant to an act of the Legislature and only if the full faith and credit of the State is pledged to the payment thereof.

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(Ord. No. 363 §2, 11-21-00) State Law reference 62 O.S. 2001, §348.1 et seq.

### DIVISION 5. BUDGETING

**Secs. 2-103--2-124 Reserved.**

**Sec. 2-125. Municipal Budget Act.**

The Municipal Budget Act as set forth by Title 11, O.S. Section 17-201--17-216, as amended, is hereby adopted by the City of The Village to govern its budget procedures. The provisions of said act shall take precedence over any other state laws applicable to municipal budgets, except as may be provided otherwise by said act, and shall supersede any conflicting laws.

(Ord. No. 563, §3, 11-21-00)

**Sec. 2-126. Account Transfers.**

(a) The city manager shall be authorized to transfer any unexpended and unencumbered appropriation or any portion thereof from one account to another within the same department or from one department to another within the same fund, except that no appropriation for debt service or other appropriation required by law or ordinance may be reduced below the minimums required and provided further that no encumbrance or expenditure may be authorized or made by any officer or employee which exceeds the available appropriation for each department within a fund as provided for in Title 11 O.S. Section 17-215 Subsection D.

(b) Account transfers authorized by the city manager pursuant to Section (a) above shall be reported to the Council as soon as practical thereafter.

(Ord. No. 563, §3, 11-21-00)

### DIVISION 6. FACSIMILE SIGNATURES

**Secs 2-127--2-149 Reserved.**

**Sec. 2-150. Facsimile Signatures Authorized.**

(a) The Mayor, City Clerk and City Treasurer, after filing with the Secretary of State his or her manual signature certified by him or her under oath, may execute or cause to be executed with a facsimile signature, in lieu of his or her manual signature, any public security or certificate thereof or thereto.

(b) Upon compliance with this section by the authorized officer, his or her facsimile signature shall have the same legal effect as his or her manual signature.

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(Ord. No. 363, §4, 11-21-00) State law reference: Title 62 O.S. 2001 §§ 601 et seq,  
as amended.