

## **Ordinance #1030.23**

**AN ORDINANCE OF THE CITY OF MOORE, OKLAHOMA AMENDING PART 7, FINANCE AND TAXATION; CHAPTER 2, PURCHASES BY CITY; SECTION 7-202 BY WHOM MADE; PROVIDING FOR REPEALER, AND PROVIDING FOR SEVERABILITY.**

NOW THEREFORE, BE IT ORDAINED BY THE City Council of the City of Moore, Oklahoma: **THAT PART 7, CHAPTER 2, SECTION 7-202 IS HEREBY AMENDED TO READ AS FOLLOWS:**

### **Sec 7-202 By Whom Made**

- A. All purchases of supplies, materials, equipment and contractual services for the offices, departments and agencies of the city government shall be made by the city manager or by other city personnel in accordance with purchase authorizations issued by the city manager, and section 7-203.
- B. The city council does hereby authorize the city manager or designee, as authorized by 62 O.S. § 310.1(C), to approve payment of any claims or invoices in an amount of \$22,500.00 or less for supplies, materials, services or equipment submitted to the city for payment. The city manager shall establish an internal control structure adequate to provide reasonable assurance against the unauthorized or illegal payment of invoices. Such system of internal control should include the following control procedures:
  - 1. Proper authorization of transaction and activities;
  - 2. Adequate segregation of duties;
  - 3. Adequate documents and records;
  - 4. Adequate safeguards over access to and use of assets and records; and
  - 5. Independent checks on performance.
- C. Elements of the internal control structures, which are the control environment and the accounting system, must be included. The control environment shall consist of the overall attitude, awareness and actions of the governing body and management, including a foresighted management policy toward financial reporting. The methods and records of an effective accounting system shall result in:
  - 1. Identification and recording of all valid transactions;
  - 2. Description on a timely basis of the type of transaction in sufficient detail to permit proper classification of the transaction for financial reporting;
  - 3. Measurements of the transactions value in a manner that permits recording of its monetary value in the financial statements;
  - 4. Determination of the time period in which the transaction occurred to permit recording of the transaction in the proper accounting period;
  - 5. Proper presentation of the transaction and related disclosures in financial statements.
- D. Exceptions.
  - 1. The city manager shall not receive, consider, analyze, process, settle or litigate claims against the city and the authority arising out of any of the areas or risks covered by or included in the program whether or not they are or may be payable from the general operating account created under section 6 of Moore Public Works Authority Resolution 166(97). The city risk management board approval shall be required to settle all non-health related claims in the amount of \$5,000.00 or more and to settle all health related claims regardless of an amount; provided, however, all health related claims in the amount of \$10,000.00 or more shall be considered as a separate item at any regular or special meeting of the city risk management board. The city manager/general manager of the authority may approve the settlement of any non-health related claims \$5,000.00 or less. The authority

shall approve the settlement of all non-health related claims or more as stated in Moore Public Works Authority Resolution 166(97); provided however, all non-health related claims in the amount of \$10,000.00 or more shall be considered as a separate item at any regular or special meeting of the City Council or Moore Public Works Authority.

2. The city council does hereby authorize the city manager or designee to approve payment of any claim or invoices for supplies, materials, services or equipment submitted to the city for payment of monthly utility billing, payments on prior council-approved contractual agreements, and general obligation bond projects pursuant to their contract. Examples of this include the following vendors:
  1. Oklahoma Natural Gas.
  2. Oklahoma Gas and Electric.
  3. Oklahoma Electric Cooperative.
  4. City of Oklahoma City.
  5. Republic Services.
  6. Veolia Water/US Filter/Professional Services Group.
  7. Silverstar Construction.
  8. Construction or engineering companies related to G.O. Bond projects.
  9. Software vendors.

**Severability.** If any of the provisions of this ordinance are determined to be unconstitutional or unlawful by any court of competent jurisdiction, the remainder shall be severable and unaffected.

**Repealer.** Any ordinance or parts thereof in conflict with this section are hereby repealed.

PASSED AND APPROVED THIS 5 DAY OF JUNE, 2023.

  
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GLENN LEWIS, Mayor

ATTEST:

  
  
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VANESSA KEMP, City Clerk

APPROVED AS TO FORM AND LEGALITY:

  
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BRIAN K. MILLER, City Attorney



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