

ORDINANCE NO. O2022-39

**AN ORDINANCE AMENDING THE WARRENVILLE CITY CODE REGARDING PURCHASING PROCEDURES AND AUTHORITY**

WHEREAS, the City is a home rule municipal corporation pursuant to Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and

WHEREAS, Section 1-8-4 of the Warrenville City Code ("**City Code**") sets forth the City's purchasing procedures; and

WHEREAS, the City desires to amend Section 1-8-4 of the City Code to update and clarify which City employees have authority to make certain purchases; and

WHEREAS, the Mayor and the City Council have determined that it is in the best interest of the City and the public to amend the City Code pursuant to this Ordinance;

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF WARRENVILLE, DUPAGE COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: Recitals. The recitals listed above are incorporated in this Ordinance as if fully set forth in this Ordinance.

SECTION 2: Purchasing Procedures. Section 1-8-4, titled "Purchasing Procedures," of Chapter 8, titled "City Finances, of Title 1, titled "Administrative," is hereby amended to read as follows:

**"1-8-4: PURCHASING PROCEDURES:**

\* \* \*

B. Bid Procedures:

\* \* \*

4. Purchasing Procedures: Free and open competitive bidding after advertisement shall not be required for purchase orders specified in this subsection, provided that any purchasing procedures or requirements designated shall be followed:

a. Purchases in an amount not to exceed ten thousand dollars (\$10,000.00) may be authorized by the Assistant City Administrator, **Communications Coordinator**, Chief Code Official, Deputy Police Chief, Senior Accountant, ~~Senior Planner~~, Senior Civil Engineer, **Assistant Community Development Director**, ~~Equipment Maintenance Lead Supervisor, Street Division Lead Supervisor,~~**Capital Maintenance Superintendent**, Utility **Maintenance Superintendent** ~~Division Lead Supervisor~~, and Lead Supervisor Facilities Maintenance.

[additions are **bold and double underlined**; deletions are ~~struck through~~]

b. Purchases in an amount not to exceed twenty five thousand dollars (\$25,000.00) may be authorized and signed by the Chief of Police, ~~Deputy~~ Director of Public Works, Director of Community and Economic Development, Director of Finance, and the City Administrator or, in the absence of the City Administrator, the Mayor. Nothing contained herein shall limit the ability of a Mayor Pro Tem to sign on behalf of the Mayor.

\* \* \*

SECTION 3: EFFECTIVE DATE. This Ordinance shall be in full force and effect upon its passage, approval, and publication in the manner provided by law.

PASSED THIS \_\_\_\_ day of \_\_\_\_\_, 2022.

AYES:

NAYS:

ABSENT:

ABSTAIN:

APPROVED THIS \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

[additions are **bold and double underlined**; deletions are ~~struck through~~]