

TEMPORARY RESOLUTION NO. 14-24

PERMANENT RESOLUTION NO. _____

A RESOLUTION TO APPROPRIATE FROM THE UNENCUMBERED BALANCE AND AMEND THE CERTIFICATE OF APPROPRIATIONS WITH THE COUNTY AUDITOR IN THE GENERAL FUND (1001), AUTHORIZE THEN AND NOW CERTIFICATES FOR PAYMENT OF BILLS, AND TO DECLARE AN EMERGENCY

WHEREAS, on January 4, 2024, the Law Director's Office Manager went through the VIP software to close purchase orders no longer needed for 2023, by selecting the line items she wanted closed and requesting that just those line items be closed; and

WHEREAS, on January 8, 2024, the Office Manager went to pay the PNC credit card balance and realized her purchase order for PNC 23-000013 was completely closed for all accounts despite her intentionally leaving it open; and

WHEREAS, as soon as this discovery was made, she contacted the Auditor's Office who advised that the purchase order, which was mistakenly closed by the VIP software, could not be reopened; now, therefore,

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LANCASTER, STATE OF OHIO,

SECTION 1. That the City of Lancaster Auditor amend the Certificate of Appropriations with the County Auditor in the amount of Ten Thousand Two Hundred Six Dollars and Seventy-One Cents (\$10,206.71) in the General Fund (1001).

SECTION 2. That the City of Lancaster Auditor appropriate from the unencumbered balance in the following expense accounts:

1001.2000.52000, Telephone	\$ 23.02
1001.2000.52034, Contract Services	\$ 216.10
1001.2000.52011, Training	\$ 900.00
1001.2000.53000, Supplies	\$2,683.92
1001.2000.53004, Copier – Click	\$ 631.46
1001.2000.53018, Non Fix Assets	\$2,830.59
1001.2000.54007, Law Library	\$ 203.10
1001.2000.54008, Fees	<u>\$ 960.00</u>

LAW DIRECTOR'S OFFICE TOTAL \$8,448.19

1001.1000.52007, Legal Services - Council	\$1,058.52
1001.1000.53000, Supplies - Council	<u>\$ 700.00</u>

CITY COUNCIL CLERK TOTAL \$1,758.52

SECTION 3. That City Council issue Then and Now Certificates for purchase orders previously encumbered in the 1001 Fund Accounts which did not get carried over into the new budget due to an error in VIP software.

SECTION 4. That this resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the City and for the further reason that this resolution must be enacted for the Law Director's Office and Clerk of Council to pay bills that are due on or before Thursday, January 11, 2024; wherefore, this resolution shall take effect and be in force immediately upon its adoption and approval by the Mayor.

Passed: _____ after _____ reading. Vote: Yeas _____ Nays _____

Date Approved: _____

President of Council

Clerk: _____

Mayor

Offered by: _____

Second by: _____

Requested by Finance Committee