

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda

 X Resolution or Ordinance (Blue) *Waiver of First Requested*
 Recommendations of Boards, Commissions & Committees (Green)
 Other Business (Pink)

TO: President and Village Board of Trustees

FROM: Scott Niehaus, Village Manager

DATE: May 4, 2021 (COW) (B of T): May 20, 2021

TITLE: Revision to the Village's Purchasing Policies and Procedures Manual

SUBMITTED BY: Tim Sexton, Director of Finance

BACKGROUND/POLICY IMPLICATIONS:

Attached is the proposed administrative updates to the Purchasing Manual related to Section 2. Reimbursing Each Petty Cash Box. This update is necessary to reflect the current amounts and location of each box.

In the interest of saving paper, only the proposed changes of the Purchasing Policies and Procedures Manual are included in the attached memo that was provided to the Finance and Administration Committee. If anyone would like to view the complete manual, a copy is available in the Finance Department.

The Finance and Administration Committee voted unanimously to recommend approval of the staff recommendation and the amended wording to the policy.

FISCAL IMPACT:

N/A

REVIEW (as needed):

Village Attorney XX	_____	Date	_____
Finance Director XX		Date	5/7/21
Village Manager XX	_____	Date	_____

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 Noon, Wednesday, prior to the Board Agenda distribution.



MEMORANDUM

To: Finance and Administration Committee
Scott Niehaus, Village Manager

From: Timothy Sexton, Director of Finance

Date: April 5, 2021

Subject: Purchasing Policy Manual Update to Petty Cash

The Village's Purchasing Manual contains all of the Village's policies related to the procurement of goods and services and has worked well as a guide for Village employees.

Petty cash is audited quarterly by the Village's Accountant and a memo is provided to the Director of Finance and Village Manager with any findings. No significant findings have been reported.

Requested Update

Staff requests an update to the Purchasing Policy Manual, Section 2. Reimbursing Each Petty Cash Box, in order to reflect the current amounts and location of each box. The chart below depicts the maximum amount of petty cash allotted for each building by location/function.

Department/Location & Function	OLD PETTY CASH AMOUNT	UPDATED PETTY CASH AMOUNT
Village Hall*	\$ 3,500	\$ 3,500
Building Division	\$ -	\$ 200
Public Works	\$ 300	\$ 300
Police Administration	\$ 400	\$ 400
Police Training	\$ 400	\$ 400
Police Records - Adjudication	\$ 500	\$ 500
Police Records - Front Desk	\$ 1,200	\$ 800
Police Tobacco Grant	\$ 750	-
Fire Station 2	\$ 300	\$ 300
Total	\$ 7,350	\$ 6,400

Staff is requesting the Finance and Administrations Committee's approval of the proposed change to the Purchasing Manual and recommendation to the Village Board of Trustees for their consideration.

R E S O L U T I O N
R _____ 21

**A RESOLUTION AMENDING THE PURCHASING POLICIES AND
PROCEDURES MANUAL FOR THE VILLAGE OF LOMBARD**

WHEREAS, Section 35.21 of the Village of Lombard Municipal Code states that “the Village Manager shall...have prepared and maintained a purchasing manual”, and

WHEREAS, Section 35.21 further states that “said manual shall be subject to approval by the Board of Trustees”, and

WHEREAS, the Village Board previously approved Resolution 95-99 adopting a purchasing policies and procedures manual for the Village of Lombard; and

WHEREAS, the adoption of the amendment to the purchasing manual contributes to the continuity and credibility of administering public funds; and

WHEREAS, the Corporate Authorities deem it to be in the best interest of the Village of Lombard to approve such manual.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LOMBARD, DU PAGE COUNTY, ILLINOIS as follows:

Section 1: That the amendments to the Village of Lombard Financial Policies are hereby approved.

Section 2: That the Director of Finance is hereby directed to implement said policies as approved.

Adopted this _____ day of _____, 2021

Ayes: _____

Nays: _____

Absent: _____

Approved this _____ day of _____, 2021

Keith Giagnorio
Village President

ATTEST:

Elizabeth Brezinski
Village Clerk

APPROVAL AS TO FORM:

Thomas P. Bayer
Village Attorney