

RECORD OF RESOLUTION

Resolution No. 2020-R-14

Passed October 13, 2020
YEAR

VILLAGE COUNCIL OF NORTH FAIRFIELD, OHIO RESOLUTION NO.: 2020-R-14

UTILITY ADJUSTMENT POLICY

A RESOLUTION ADOPTING A WRITTEN UTILITY ADJUSTMENT POLICY ESTABLISHING ALLOWABLE ADJUSTMENTS, AN ADJUSTMENT PROCESS AND ADJUSTMENT LIMITATIONS AND DECLARING AN EMERGENCY.

WHEREAS, the Fiscal Officer reports that the auditor has recommended that the village adopt an adjustment policy; and

WHEREAS, Council previously passed an adjustment policy in **Res No.: 2020-R-06**; and

WHEREAS, in correspondence to the village council, the auditor specially recommends a written policy for utility adjustments; and

WHEREAS, although effective internal control procedures reduce the probability that errors will occur, it does not eliminate the possibility. Therefore, corrections and adjustments may have to be made and they should be clearly identified and explained. [See OHIO VILLAGE OFFICER'S HANDBOOK, Ohio Auditor of State, (March 2019).Chapter Six: Accounting Procedures, Section III, Corrections and Adjustments]

NOW THEREFORE, BE IT RESOLVED, BY COUNCIL, THE LEGISLATIVE AUTHORITY OF THE VILLAGE OF NORTH FAIRFIELD, STATE OF OHIO, (RC 731.18) to wit:

SECTION 1. That Village Council hereby adopts the following written Utility Adjustment Policy:

VILLAGE OF NORTH FAIRFIELD, OHIO UTILITY ADJUSTMENT POLICY

PURPOSE: The legislative authority wishes to establish a utility adjustment policy establishing allowable adjustments, an adjustment process and adjustment limitations.

SCOPE: This Policy implemented to provide for corrections and adjustments and to assure they are clearly identified and explained.

POLICY:

A. The Fiscal Officer is authorized to make adjustments to utility billings/accounts subject to approval by the Mayor and Council.

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B. Upon approval, supporting documentation shall be maintained by the Utility Clerk/Fiscal Officer.

C. Allowable utility adjustments are to be determined on a case by case basis, subject to the approval of the Mayor and Council and include, but is not limited to clerical error, equipment malfunction, emergency, or other good reason deemed allowable by the Mayor and Council..

D. All utility adjustments shall be presented by the Fiscal Officer to the Mayor to be approved by signature.

E. All utility adjustments (including non-cash adjustments) shall also be submitted by the Fiscal Officer to Council for approval.

F. A monthly report of non-cash adjustments from the utility system shall be presented to Council for approval.

G. Council approval shall be by Motion of Council upon majority affirmative vote of members present.

Effective the 13 day of October, 2020 by Resolution No.: 2020-R 14.

SECTION 2. That **Res No.: 2020-R-06** and any and all previous adjustment policies are hereby rescinded and repealed.

SECTION 3. That the clerk is instructed to compile and organize this and all active village policies into a manual or handbook of its general policies and procedures and reference the contents with a table of contents.

SECTION 3. DISPENSE WITH THREE READINGS. That the legislative authority, upon a vote of at least three-fourths of its members, hereby dispenses with the rule requiring each ordinance or resolution shall be read on three different days. [R.C. 731.17(A)(2)]

SECTION 4. DECLARATION OF EMERGENCY FOR IMMEDIATE EFFECT. That by two-thirds vote of all the members elected to the legislative authority, this Ordinance/Resolution is hereby declared to be an emergency measure pursuant to RC 731.30, being necessary for the immediate preservation of the public peace, health, or safety of the municipal corporation and shall go into immediate effect for the following reason(s): ***To comply with the recommendations of the State Auditor's Office as soon as possible.***

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SECTION 5. PUBLIC MEETING. That it is found and determined that all formal actions of this public body concerning or relating to the passage of this Resolution / Ordinance were adopted in a public meeting open to the public at all times, and that all deliberations of the public body and any of its committees that resulted in such formal action, were in public meetings open to the public, in compliance with all legal requirements including all lawful ordinances and any applicable provisions of Section 121.22 of the Ohio Revised Code.

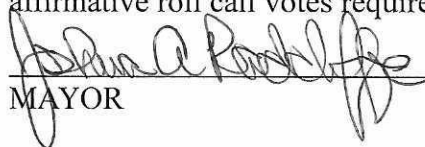
WHEREFORE, this legislation shall be in full force and effect from and after the earliest period allowed by law.

PASSED AND ADOPTED on this 13 day of October 13, 2020.

AUTHENTICATION and ATTESTATION

(RC 731.20)

We hereby attest and affirm that the foregoing Ordinance/Resolution received the necessary affirmative roll call votes required for passage by R.C. 731.17.


MAYOR


FISCAL OFFICER

Vote on the passage was taken by yeas and nays and entered upon the journal as follows R.C. 731.17(A)(3):

YEAS: 6 NAYS: 0 ABSTAIN: 0

First Reading: October 13, 2020
Second Reading: Dispensed [may be dispensed by a vote of at least three-fourths of members. R.C. 731.17(A)(2)]
Third Reading: Dispensed [may be dispensed by a vote of at least three-fourths of members. R.C. 731.17(A)(2)]

APPROVED AS TO FORM:



VILLAGE SOLICITOR, Steve Palmer

CERTIFICATE OF POSTING

(RC 731.25)

I hereby certify that pursuant to R.C. 731.25, a succinct summary of the above legislation was posted in not less than five of the most public places in the municipal corporation as determined by the legislative authority (Sec Ord 2019-O-12) for a period of not less than fifteen days prior to the effective date at the following locations:

- 1) Fiscal Officer Office, 3 East Main St., North Fairfield, Ohio; and
- 2) North Fairfield Village Hall, 3 East Main St., North Fairfield, Ohio; and
- 3) North Fairfield Public Library, 5 East Main St., North Fairfield, Ohio; and
- 4) North Fairfield Post Office, 1 North Main St., North Fairfield, Ohio; and
- 5) Electronically online at official Village website


FISCAL OFFICER