

AN ORDINANCE ESTABLISHING SECTION 243.23 TO THE CODIFIED ORDINANCES TO ADOPT A MONTHLY TRANSPARENCY IN EXPENSES REPORT SUPPLIED TO CITY COUNCIL BY THE FINANCE DIRECTOR

WHEREAS, budgetary management and accountability to the public are roles of City Council;

WHEREAS, transparency and clarity in public expenditures are virtues this Council holds and intends to amplify; and,

WHEREAS, in order to clarify and affirmatively report the day-to-day expenditures by the City Administration that do not require express approval by City Council.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Hudson, Summit County, State of Ohio, that:

Section 1. That Section 243.23 of the Codified Ordinances of the City of Hudson, titled “Monthly Transparency in Expenses Report Supplied to City Council” is hereby established as follows:

SECTION 243.23. MONTHLY TRANSPARENCY IN EXPENSES REPORT SUPPLIED TO CITY COUNCIL

- (a) At least once a month the Finance Director shall transmit to the City Manager a straightforward, self-explanatory searchable document showing all municipal expenditures for the prior month. Each such report shall be titled the “Expense Audit Trail” and state the applicable month and year. Except as otherwise provided, the report shall include the city’s expenditures during the preceding month. The report shall also include expenditures for operating any department, office, board, or commission of the City.
- (b) The report shall include at least the following:
 - i. Vendor Name;
 - ii. Dollar amount of transaction;
 - iii. Check number or equivalent;
 - iv. Date of transaction;
 - v. General category/type of transaction;
 - vi. Specific purpose of transaction; and,

vii. Department(s) responsible for transaction.

- (c) This report shall not include any individual employee payroll and any benefits processed in conjunction with payroll, such as health insurance, retirement contributions, and/ or pension payments.
- (d) The Finance Director shall also transmit the completed report called for in sections (a) and (b) to the Clerk of City Council no later than 5:00 pm on the Thursday before the second monthly regularly scheduled City Council meeting. The report shall be transmitted to City Council with the agenda for the second monthly regularly scheduled City Council meeting.
- (e) The report required under this section shall be in addition to the report required under Sections 230.01 of the Codified Ordinances.

Section 2. The aforesaid recitals are rendered to be the findings of this Council and is hereby incorporated into this Ordinance.

Section 3. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 4. This Ordinance shall take effect and be in force from and after the earliest period allowed by law.

PASSED: _____

Jeffrey L. Anzevino, Mayor

ATTEST:

Aparna Wheeler, Clerk of Council

I certify that the foregoing Ordinance was duly passed by the Council of said Municipality on _____, 2022.

Aparna Wheeler, Clerk of Council