

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Agenda Item: Approval of Ordinance 2025-18: An Ordinance Amending Section §2-359 of the Village Code of Ordinances Concerning the Procedures for Purchases Not Exceeding \$5,000.00

Date: August 28, 2025

Meeting: VB – 9/2/2025

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Department: Administration

Overview/Background Information

At the request of the Village Board of Trustees, the Village Administrator was directed to prepare an amendment to the Village Code that reduces the purchasing authority previously granted to the Village President and the Village Administrator under §2-359 of the Village Code. While no specific rationale was provided by the Board in support of the requested revision—nor were any examples cited in which the changes set forth in this ordinance would have resulted in a different financial or procedural outcome—the attached ordinance reflects the proposed language for formal consideration.

Under the current Village Code, both the Village President and the Village Administrator are authorized to approve expenditures up to \$5,000 per invoice or project without requiring prior Village Board approval, provided the expenditure has been previously appropriated and budgeted. Ordinance 2025-18 proposes reducing this authorization threshold from \$5,000 to \$2,500.

This amendment does **not** modify the Village’s underlying financial policies or standard procedures regarding invoice processing, claims review, or budget compliance. Importantly, it also does **not** alter the requirement that all expenditures—regardless of amount or purchasing authority—remain subject to final review and approval by the Village Board of Trustees as part of the regular warrant approval process.

Fiscal Note/Budget Impact

No direct fiscal impact, but may result in an increased number of purchases requiring prior approval and placement on the Board’s warrant list.

Prior Legislative Actions

Modifies changes made in 2017-22.

Attachments

Ordinance 2025-18 (Redlined text attached as Exhibit A)