



MUNICIPAL BUILDING  
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[www.groveport.org](http://www.groveport.org)

**To:** Mayor, Members of City Council and Administrator

**From:** Jason Carr, CPA, Finance Director

**Date:** August 28, 2023

**RE:** Finance Director Report

**Recertification of Expenditure – Ohio Revised Code Section 5705.41(D)**

Ohio Revised Code Section 5705.41(D) provides no orders or contracts involving the expenditure of money are to be made unless there is a certificate of the fiscal officer that the amount required for the order or contract has been lawfully appropriated and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances. The statute provides the following exceptions to this basic requirement:

Then and Now Certificate: This exception provides that, if the fiscal officer can certify that both at the time that the contract or order was made and at the time that he is completing his certification, sufficient funds were available or in the process of collection, to the credit of a proper fund, properly appropriated and free from any previous encumbrance, the taxing authority can authorize the drawing of a warrant. The taxing authority has 30 days from the receipt of such certificate to approve payment by resolution or ordinance. If approval is not made within 30 days, there is no legal liability on the part of the subdivision or taxing district.

Amounts of less than \$100 for counties, or less than \$3,000 for other political subdivisions, may be paid by the fiscal officer without such affirmation of the taxing authority upon completion of the "then and now" certificate, provided that the expenditure is otherwise lawful. This does not eliminate any otherwise applicable requirement for approval of expenditures by the taxing authority. The following expenditure requires re-certification based on the expenditure exceeding \$3,000:

Check Date	Vendor	Check No.	Amount	Explanation
08/21/2023	Aspen Investments Inc.	D04776	\$5,462.86	Golf Course – Chemicals

Management hereby requests the following motion: ***Motion to re-certify the expenditure identified in the Finance Director's Report in accordance with Ohio Revised Code Section 5705.41(D).***

**Ordinance 2023-035 – Establishing Credit/Debit Card Convenience Fees – Utility Department**

The purpose of Ordinance 2023-035 is to amend Ordinance 2020-023 for convenience fees charged for utility payments, both through the credit card terminal (utility office) and through the City's website. The City will contract with Paya, a company that can integrate easily with the City's utility software.

Once implemented, convenience fees will be charged a flat 3% for terminal/website utility payments (current fees are 3.75% with a minimum fee of \$3.95 for terminal payments and web payments fees of 2.8% with a fixed fee of \$6.99 for web payments between \$250.00 and \$325.00 and 3.75% for web payments exceeding \$325.01 per transaction). In addition, a \$1.50 fee will be charged for Automated Clearing House (ACH)/e-check payments processed through Paya. We expect residents to see a cost savings for those that pay by debit/credit cards.

***We request this Ordinance be subjected to a second reading and then submitted to the Committee of the Whole for further discussion.***

The Building Department convenience fees will be amended at a later date.