

2/17/15
(Special Meeting)

L-15-4 vaz

HOUSING ORDINANCE NO. 15-4

BY: **VITO DIPIERRO**
(By Request - Public Housing Executive Director)

AN ORDINANCE UPDATING AND APPROVING
VARIOUS CONTROL PROCEDURES AND
POLICIES FOR THE PARMA PUBLIC
HOUSING AGENCIES, AND DECLARING AN
EMERGENCY

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PARMA, STATE OF OHIO:

Section 1. That the various control procedures and policies for the Parma Public Housing Agencies are hereby updated and are approved. The following policies will be updated with a detailed copy of said updates attached hereto as Exhibit "A":

- (1) Capitalization
- (2) Payroll
- (3) Cash receipts and bank reconciliation
- (4) Vendor Payables
- (5) Internal Fiscal Monitoring
- (6) Monthly and annual reporting
- (7) Cash collections
- (8) Cellular phone policy
- (9) Travel expense reimbursements
- (10) Procurement Check writing policy
- (11) Fee Accountant Submission
- (12) Rent Income Deposits
- (13) ELOCCS – CFP
- (14) Accounts Receivable and Allowance for Doubtful Accounts
- (15) Check writing policy
- (16) Fraud Receivable
- (17) PH Deposit procedures
- (18) Rent increases/decreases

Section 2. That 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 that 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.

Section 3. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public health, safety, and welfare of the City of Parma, and for the further reason that this measure is necessary in order for the Agency to continue to operate in line with HUD regulations, the Public Housing Policies need to be updated, and this Ordinance shall become immediately effective upon receiving the affirmative vote of two-thirds of all members elected to Council and approval of the Mayor, otherwise from and after the earliest period allowed by law.

PASSED: _____
PRESIDENT OF COUNCIL

ATTEST: _____
CLERK OF COUNCIL

APPROVED: _____

FILED WITH
THE MAYOR: _____
MAYOR, CITY OF PARMA, OHIO