

# COUNCIL CHAMBER

City of Berea, Ohio

ORDINANCE No. 2014-48

By Nick Haschka Sponsored By Mayor Cyril M. Kilem

## AN ORDINANCE

### ESTABLISHING AND RECONSTITUTING FUNDS AND AMOUNTS FOR CERTAIN PETTY CASH AND CHANGE FUNDS, AND EXPRESSLY REPEALING ORDINANCE NO. 2009-16 AND DECLARING AN EMERGENCY.

WHEREAS, Ordinance No. 2009-16 has been adopted by this Council for the purpose of establishing various Petty Cash and Change Funds in various departments in the City; and

WHEREAS, said Ordinance requires revision, amendment and modification to allow for the effective day-to-day operation of several departments and Petty Cash Funds.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Berea, State of Ohio:

SECTION 1. That Ordinance 2009-16, attached hereto as Exhibit "A", and incorporated herein by reference as if fully rewritten, is hereby expressly repealed.

SECTION 2. That the Director of Finance is authorized to establish the following Petty Cash and Change Funds:

City Hall Fund - \$250 to be administered by an employee designated by the Director of Finance and used for payment of miscellaneous items authorized by Petty Cash vouchers signed by the appropriate department head. This fund is to be replenished from time to time and accountability for the funds shall be the responsibility of the Director of Finance.

Water Billing Cash Register Change Fund - \$300 to be administered by an employee designated by the Director of Public Service and used for making change in the receipt of monies passing through the cash register for water and sewer billing. Accountability for this fund shall be the responsibility of the Director of Public Service.

Building Cash Register Change Fund - \$200 to be administered by an employee designated by the Director of Building/Engineering/Housing and for making change in the receipt of monies passing through the cash register. Accountability for this fund shall be the responsibility of the Director of Building/Engineering/Housing.

Special Events Fund - \$200 to be administered by an employee designated by the Mayor and used for payment of miscellaneous items authorized by Petty Cash vouchers signed by the Mayor. This fund is to be replenished from time to time and accountability for the funds shall be the responsibility of the Mayor.

Police Department Change Fund - \$250 to be administered by an employee designated by the Chief of Police and used for making change in handling parking fines and other police collections. Accountability for this fund shall be the responsibility of the Chief of the Police Department.

# COUNCIL CHAMBER

City of Berea, Ohio

ORD \_\_\_\_\_ No. 2014-48

By Haschka \_\_\_\_\_ Sponsored By Mayor Cyril M. Kleem

Special Police Fund - \$5,000 to be administered by an employee designated by the Chief of Police. Accountability for this fund shall be the responsibility of the Chief of the Police Department.

Police Department Fund - \$250 to be administered by an employee designated by the Chief of Police and used for payment of miscellaneous items authorized by Petty Cash vouchers signed by the Chief of Police. This fund is to be replenished from time to time and accountability for the funds shall be the responsibility of the Chief of Police.

Berea Recreation Department - \$500 to be administered by an employee designated by the Director of Recreation and used for payment of miscellaneous items as authorized by Petty Cash vouchers signed by the Director of Recreation. This fund is to be replenished from time to time and accountability for the funds shall be the responsibility of the Director of Recreation.

Berea Recreation Department - \$100 to be administered by an employee designated by the Director of Recreation and used for making change in the receipt of monies passing through the cash register at the Recreation Center. Accountability for this fund shall be the responsibility of the Director of Recreation.

Berea Municipal Court - \$2,700 to be administered by an employee designated by the Clerk of Court and used for jury witness fee payments, as authorized by pre-numbered vouchers signed by the Clerk of Court. This fund is to be replenished from time to time and accountability for the fund shall be the responsibility of the Clerk of Court.

Berea Municipal Court - \$500 to be administered by an employee designated by the Clerk of Court and used for making change in handling criminal and traffic costs. Accountability for this fund shall be the responsibility of the Clerk of Court.

Berea Municipal Court - \$100 to be administered by an employee designated by the Clerk of Court and used for making change in handling civil cost. Accountability for this fund shall be the responsibility of the Clerk of Court.

Fire Department Fund - \$150 to be administered by an employee designated by the Chief of the Fire Department and used for payment of miscellaneous items as authorized by Petty Cash vouchers signed by the Chief of the Fire Department. This fund is to be replenished from time to time and accountability for the funds shall be the responsibility of the Chief of the Fire Department.

(Seasonal Accounts): Recreation Department - \$275 to be administered by an employee(s) designated by the Department of Recreation and used for making change at the outdoor pool/concession and Groza Field concessions. The petty cash accounts are seasonal and will only be used during the periods designated by the Director of Recreation. Accountability for these funds shall be the responsibility of the Director of Recreation.

# COUNCIL CHAMBER

City of Berea, Ohio

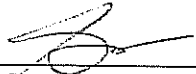
ORD No. 2014-48

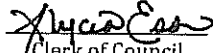
By Haschka Sponsored By Mayor Cyril M. Kilem

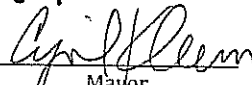
**SECTION 3.** That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal actions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

**SECTION 4.** That this Ordinance is hereby declared to an emergency measure necessary for the immediate preservation of the public peace, property, health, safety and welfare, or providing for the usual daily operation of a municipal department and for the further reason that it is immediately necessary to facilitate the effective day-to-day cash transactions in the various departments of the City. Therefore, provided this Ordinance receives the affirmative vote of two-thirds of all members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, from and after the earliest period allowed by law.

PASSED: May 21, 2014

  
President of Council

ATTEST:   
Clerk of Council

APPROVED: May 22, 2014  
  
Mayor

Approved as to Form:

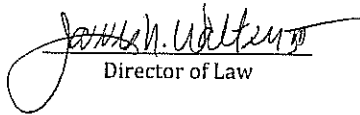
  
Director of Law

Exhibit "A"

# COUNCIL CHAMBER

City of Berea, Ohio

ORDINANCE No. 2009-16

By George Capellas Sponsored By Mayor Cyril M. Kleem

## AN ORDINANCE

### ESTABLISHING AND RECONSTITUTING FUNDS AND AMOUNTS FOR CERTAIN PETTY CASH AND CHANGE FUNDS, AND EXPRESSLY REPEALING ORDINANCE NO. 2008-11 AND DECLARING AN EMERGENCY.

WHEREAS, Ordinance No. 2008-11 has been adopted by this Council for the purpose of establishing various Petty Cash and Change Funds in various departments in the City; and

WHEREAS, said Ordinance requires revision, amendment and modification to allow for the effective day-to-day operation of several departments and Petty Cash Funds.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Berea, State of Ohio;

SECTION 1. That Ordinance 2008-11, attached hereto as Exhibit "A", and incorporated herein by reference as if fully rewritten, is hereby expressly repealed.

SECTION 2. That the Director of Finance is authorized to establish the following Petty Cash and Change Funds:

City Hall Fund - \$250 to be administered by an employee designated by the Director of Finance and used for payment of miscellaneous items authorized by Petty Cash vouchers signed by the appropriate department head. This fund is to be replenished from time to time and accountability for the funds shall be the responsibility of the Director of Finance.

Water Billing Cash Register Change Fund - \$300 to be administered by an employee designated by the Director of Public Service and used for making change in the receipt of monies passing through the cash register for water and sewer billing. Accountability for this fund shall be the responsibility of the Director of Public Service.

Building Cash Register Change Fund - \$200 to be administered by an employee designated by the Director of Building/Engineering/Housing and for making change in the receipt of monies passing through the cash register. Accountability for this fund shall be the responsibility of the Director of Building/Engineering/Housing.

Special Events Fund - \$200 to be administered by an employee designated by the Mayor and used for payment of miscellaneous items authorized by Petty Cash vouchers signed by the Mayor. This fund is to be replenished from time to time and accountability for the funds shall be the responsibility of the Mayor.

Police Department Change Fund - \$250 to be administered by an employee designated by the Chief of Police and used for making change in handling parking fines and other police collections. Accountability for this fund shall be the responsibility of the Chief of the Police Department.

Special Police Fund - \$5,000 to be administered by an employee designated by the Chief of Police. Accountability for this fund shall be the responsibility of the Chief of the Police Department.

# COUNCIL CHAMBER

City of Berea, Ohio

ORDINANCE No. 2009-16

By: George Capellas Sponsored By Mayor Cyril M. Kleem

- 2 -

Police Department Fund - \$250 to be administered by an employee designated by the Chief of Police and used for payment of miscellaneous items authorized by Petty Cash vouchers signed by the Chief of Police. This fund is to be replenished from time to time and accountability for the funds shall be the responsibility of the Chief of Police.

Berea Recreation Department - \$500 to be administered by an employee designated by the Director of Recreation and used for payment of miscellaneous items as authorized by Petty Cash vouchers signed by the Director of Recreation. This fund is to be replenished from time to time and accountability for the funds shall be the responsibility of the Director of Recreation.

Berea Recreation Department - \$100 to be administered by an employee designated by the Director of Recreation and used for making change in the receipt of monies passing through the cash register at the Recreation Center. Accountability for this fund shall be the responsibility of the Director of Recreation.

Berea Municipal Court - \$2,700 to be administered by an employee designated by the Clerk of Court and used for jury witness fee payments, as authorized by pre-numbered vouchers signed by the Clerk of Court. This fund is to be replenished from time to time and accountability for the fund shall be the responsibility of the Clerk of Court.

Berea Municipal Court - \$500 to be administered by an employee designated by the Clerk of Court and used for making change in handling criminal and traffic costs. Accountability for this fund shall be the responsibility of the Clerk of Court.

Berea Municipal Court - \$100 to be administered by an employee designated by the Clerk of Court and used for making change in handling civil cost. Accountability for this fund shall be the responsibility of the Clerk of Court.

Fire Department Fund - \$150 to be administered by an employee designated by the Chief of the Fire Department and used for payment of miscellaneous items as authorized by Petty Cash vouchers signed by the Chief of the Fire Department. This fund is to be replenished from time to time and accountability for the funds shall be the responsibility of the Chief of the Fire Department.

(Seasonal Accounts): Recreation Department - \$175 to be administered by an employee(s) designated by the Department of Recreation and used for making change at the outdoor pool/concession and Groza Field concessions. The petty cash accounts are seasonal and will only be used during the periods designated by the Director of Recreation. Accountability for these funds shall be the responsibility of the Director of Recreation.

**SECTION 3.** 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 of any of its committees that resulted in such formal actions were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

# COUNCIL CHAMBER

City of Beren, Ohio

ORDINANCE No. 2009-16

By George Capellas Sponsored By Mayor Cyril M. Kleem

- 3 -

**SECTION 4.** That this Ordinance is hereby declared to an emergency measure necessary for the immediate preservation of the public peace, property, health, safety and welfare, or providing for the usual daily operation of a municipal department and for the further reason that it is immediately necessary to facilitate the effective day-to-day cash transactions in the various departments of the City. Therefore, provided this Ordinance receives the affirmative vote of two-thirds of all members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, from and after the earliest period allowed by law.

PASSED: February 17, 2009

James J. Brown  
President of Council

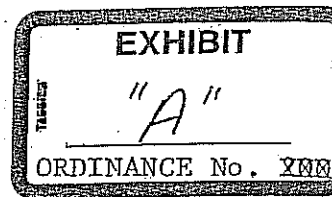
ATTEST: Kathleen Russel Orndorff  
Clerk of Council

APPROVED: February 17, 2009

Cyril M. Kleem  
Mayor

Approved as to Form:

Greg M. Bowler  
Director of Law



# COUNCIL CHAMBER

City of Berea, Ohio

ORDINANCE No. 2008-11

By George Capellas Sponsored By Mayor Cyril M. Kleem

## AN ORDINANCE

### ESTABLISHING AND RECONSTITUTING FUNDS AND AMOUNTS FOR CERTAIN PETTY CASH AND CHANGE FUNDS, AND EXPRESSLY REPEALING ORDINANCE NO. 2002-17 AND DECLARING AN EMERGENCY.

WHEREAS, Ordinance No. 2002-17 has been adopted by this Council for the purpose of establishing various Petty Cash and Change Funds in various departments in the City; and

WHEREAS, said Ordinance requires revision, amendment and modification to allow for the effective day-to-day operation of several departments and Petty Cash Funds.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Berea, State of Ohio:

SECTION 1. That Ordinance 2002-17, attached hereto as Exhibit A, and incorporated herein by reference as if fully rewritten, is hereby expressly repealed.

SECTION 2. That the Director of Finance is authorized to establish the following Petty Cash and Change Funds:

City Hall Fund - \$250 to be administered by an employee designated by the Director of Finance and used for payment of miscellaneous items authorized by Petty Cash vouchers signed by the appropriate department head. This fund is to be replenished from time to time and accountability for the funds shall be the responsibility of the Director of Finance.

Finance Cash Register Change Fund - \$300 to be administered by an employee designated by the Director of Finance and used for making change in the receipt of monies passing through the cash register. Accountability for this fund shall be the responsibility of the Director of Finance.

Building Cash Register Change Fund - \$200 to be administered by an employee designated by the Director of Building/Engineering/Housing and for making change in the receipt of monies passing through the cash register. Accountability for this fund shall be the responsibility of the Director of Building/Engineering/Housing.

Berea Chief of Police - \$250 to be administered by an employee designated by the Chief of Police and used for making change in handling parking fines and other police collections. Accountability for this fund shall be the responsibility of the Chief of the Police Department.

Special Police Fund - \$5,000 to be administered by an employee designated by the Chief of Police. Accountability for this fund shall be the responsibility of the Chief of the Police Department.

Police Department Fund - \$250 to be administered by an employee designated by the Chief of Police and used for payment of miscellaneous items authorized by Petty Cash vouchers signed by the Chief of Police. This fund is to be replenished from time to time and accountability for the funds shall be the responsibility of the Chief of Police.

# COUNCIL CHAMBER

City of Berea, Ohio

ORDINANCE No. 2008-11

By George Capellas Sponsored By Mayor Cyril M. Kleem

-2-

Berea Recreation Department - \$500 to be administered by an employee designated by the Director of Recreation and used for payment of miscellaneous items as authorized by Petty Cash vouchers signed by the Director of Recreation. This fund is to be replenished from time to time and accountability for the funds shall be the responsibility of the Director of Recreation.

Berea Recreation Department - \$100 to be administered by an employee designated by the Director of Recreation and used for making change in the receipt of monies passing through the cash register at the Recreation Center. Accountability for this fund shall be the responsibility of the Director of Recreation.

Berea Municipal Court - \$2,700 to be administered by an employee designated by the Clerk of Court and used for jury witness fee payments, as authorized by pre-numbered vouchers signed by the Clerk of Court. This fund is to be replenished from time to time and accountability for the fund shall be the responsibility of the Clerk of Court.

Berea Municipal Court - \$500 to be administered by an employee designated by the Clerk of Court and used for making change in handling criminal and traffic costs. Accountability of this fund shall be the responsibility of the Clerk of Court.

Berea Municipal Court - \$100 to be administered by an employee designated by the Clerk of Court and used for making change in handling civil cost. Accountability of this fund shall be the responsibility of the Clerk of Court.

Fire Department Fund - \$150 to be administered by an employee designated by the Chief of the Fire Department and used for payment of miscellaneous items as authorized by Petty Cash vouchers signed by the Chief of the Fire Department. This fund is to be replenished from time to time and accountability for the funds shall be the responsibility of the Chief of the Fire Department.

(Seasonal Accounts): Recreation Department - \$175 to be administered by an employee(s) designated by the Department of Recreation and used for making change at the outdoor pool and concession, Groza Field concessions and Madzy Tower concessions. The petty cash accounts are seasonal and will only be used during the periods designated by the Director of Recreation. Accountability for these funds shall be the responsibility of the Director of Recreation.

SECTION 3. 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 of any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.



# COUNCIL CHAMBER

City of Berea, Ohio

ORDINANCE No. 2008-11

By George Capellas Sponsored By Mayor Cyril M. Kleem

- 3 -

SECTION 4. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health, safety and welfare, or providing for the usual daily operation of a municipal department, and for the further reason that it is immediately necessary to facilitate the effective day-to-day cash transactions in the various departments of the City. Therefore, provided this Ordinance receives the affirmative vote of two-thirds of all members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor, otherwise, from and after the earliest period allowed by law.

PASSED: February 4, 2008

James J. Brown  
President of Council

ATTEST: Kathleen Russell Orsada  
Clerk of Council

APPROVED: February 6, 2008

Cyril M. Kleem  
Mayor

APPROVED AS TO FORM:

Gregory M. Scumiller  
Director of Law

ORDINANCE NO. 2008-11  
Exhibit "A"

**COUNCIL CHAMBER**

City of Berea, Ohio

ORDINANCE No. 2002-17

By GEORGE CAPELLAS Sponsored By Mayor Joseph W. Biddlecombe

AN ORDINANCE

ESTABLISHING AND RECONSTITUTING FUNDS AND AMOUNTS FOR CERTAIN  
PETTY CASH AND CHANGE FUNDS, AND EXPRESSLY REPEALING ORDINANCE  
NO. 2000-15 AND DECLARING AN EMERGENCY.

WHEREAS, Ordinance No. 2000-15 has been adopted by this Council for the purpose of establishing various Petty Cash and Change Funds in various departments in the City; and

WHEREAS, said Ordinance requires revision, amendment and modification to allow for the effective day-to-day operation of several departments and Petty Cash Funds.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Berea, State of Ohio:

SECTION 1. That Ordinance 2000-15, attached hereto as Exhibit A, and incorporated herein by reference as if fully rewritten, is hereby expressly repealed.

SECTION 2. That the Director of Finance is authorized to establish the following Petty Cash and Change Funds:

City Hall Fund - \$250 to be administered by an employee designated by the Director of Finance and used for payment of miscellaneous items authorized by Petty Cash vouchers signed by the appropriate department head. This fund is to be replenished from time to time and accountability for the funds shall be the responsibility of the Director of Finance.

City Hall Cash Register Change Fund - \$300 to be administered by an employee designated by the Director of Finance and used for making change in the receipt of monies passing through the cash register. Accountability for this fund shall be the responsibility of the Director of Finance.

Berea Chief of Police - \$250 to be administered by an employee designated by the Chief of Police and used for making change in handling parking fines and other police collections. Accountability for this fund shall be the responsibility of the Chief of the Police Department.

Special Police Fund - \$1,000 to be administered by an employee designated by the Chief of Police. Accountability for this fund shall be the responsibility of the Chief of the Police Department.

Police Department Fund - \$250 to be administered by an employee designated by the Chief of Police and used for payment of miscellaneous items authorized by Petty Cash vouchers signed by the Chief of Police. This fund is to be replenished from time to time and accountability for the funds shall be the responsibility of the Chief of Police.

Berea Recreation Department - \$500 to be administered by an employee designated by the Director of Recreation and used for payment of miscellaneous items as authorized by Petty Cash vouchers signed by the Director of Recreation. This fund is to be replenished from time to time and accountability for the funds shall be the responsibility of the Director of Recreation.

# COUNCIL CHAMBER

City of Berea, Ohio

ORDINANCE No. 2002-17

By GEORGE CAPELLAS Sponsored By Mayor Joseph W. Biddlecombe

PAGE TWO OF THREE

Berea Recreation Department - \$300 to be administered by an employee designated by the Director of Recreation and used for making change in the receipt of monies passing through the cash register at the Recreation Center. Accountability for this fund shall be the responsibility of the Director of Recreation.

Berea Municipal Court - \$3,000 to be administered by an employee designated by the Clerk of Court and used for jury witness fee payments, as authorized by pre-numbered vouchers signed by the Clerk of Court. This fund is to be replenished from time to time and accountability for the fund shall be the responsibility of the Clerk of Court.

Berea Municipal Court - \$500 to be administered by an employee designated by the Clerk of Court and used for making change in handling criminal and traffic costs. Accountability of this fund shall be the responsibility of the Clerk of Court.

Berea Municipal Court - \$100 to be administered by an employee designated by the Clerk of Court and used for making change in handling civil cost. Accountability of this fund shall be the responsibility of the Clerk of Court.

Fire Department Fund - \$150 to be administered by an employee designated by the Chief of the Fire Department and used for payment of miscellaneous items as authorized by Petty Cash vouchers signed by the Chief of the Fire Department. This fund is to be replenished from time to time and accountability for the funds shall be the responsibility of the Chief of the Fire Department.

(Seasonal Accounts): Recreation Department - \$300 to be administered by an employee(s) designated by the Department of Recreation and used for making change at the outdoor pool and concession, Groza Field concessions and Madzy Tower concessions. The petty cash accounts are seasonal and will only be used during the periods designated by the Director of Recreation. Accountability for these funds shall be the responsibility of the Director of Recreation.

(Seasonal Accounts): Recreation Department - \$1500 to be administered by an employee designated by the Department of Recreation and used for payment of umpires as authorized by payment vouchers signed by the umpire and the Director of Recreation. This petty cash account is seasonal and will only be used during the periods designated by the Director of Recreation. Accountability of these funds shall be the responsibility of the Director of Recreation.

SECTION 3. 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 of any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

# COUNCIL CHAMBER

City of Berea, Ohio


ORDINANCE No. 2002-17

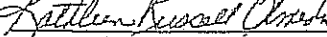
By GEORGE CAPELLAS Sponsored By Mayor Joseph W. Biddlecombe

PAGE THREE OF THREE

SECTION 4. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health, safety and welfare, or providing for the usual daily operation of a municipal department, and for the further reason that it is immediately necessary to facilitate the effective day-to-day cash transactions in the various departments of the City. Therefore, provided this Ordinance receives the affirmative vote of two-thirds of all members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, from and after the earliest period allowed by law.

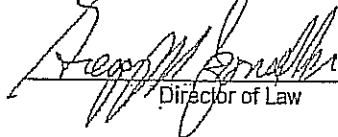
PASSED: May 6, 2002

  
\_\_\_\_\_  
President of Council

ATTEST:  APPROVED: May 6, 2002  
Clerk of Council

  
\_\_\_\_\_  
Mayor

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Director of Law

## COUNCIL CHAMBER

City of Berea, Ohio

ORDINANCE No. 2000-15

By Richard T. Malott Sponsored By Mayor Joseph W. Biddlecombe

### AN ORDINANCE

ESTABLISHING AND RECONSTITUTING FUNDS AND AMOUNTS FOR CERTAIN  
PETTY CASH AND CHANGE FUNDS, AND EXPRESSLY REPEALING ORDINANCE  
NO. 89-117 AND 93-102.

WHEREAS, Ordinance Nos. 89-117 and 93-102 have been adopted by this Council for the purpose of establishing various Petty Cash and Change Funds in various departments in the city; and

WHEREAS, said Ordinances require revision, amendment and modification to allow for the effective day-to-day operation of several departments and Petty Cash Funds; and

WHEREAS, it would be cumbersome to amend Ordinance 89-117 and Ordinance 93-102, and it is desirous that the purpose and effect of those Ordinances when combined with this legislation will consolidate, establish and reconstitute the Petty Cash and Change Funds so that all are located in one common Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Berea, State of Ohio:

SECTION 1. That Ordinance No. 89-117 and 93-102, attached hereto as Exhibits A and B, respectively, and incorporated herein by reference as if fully rewritten are hereby expressly repealed.

SECTION 2. That the Director of Finance is authorized to establish the following Petty Cash and Change Funds:

City Hall Fund - \$250 to be administered by an employee designated by the Director of Finance and used for payment of miscellaneous items authorized by Petty Cash vouchers signed by the appropriate department head. This fund is to be replenished from time to time and accountability for the funds shall be the responsibility of the Director of Finance.

City Hall Cash Register Change Fund - \$200 to be administered by an employee designated by the Director of Finance and used for making change in the receipt of monies passing through the cash register. Accountability for this fund shall be the responsibility of the Director of Finance.

Berea Chief of Police - \$250 to be administered by an employee designated by the Chief of Police and used for making change in handling parking fines and other police collections. Accountability for this fund shall be the responsibility of the Chief of the Police Department.

Special Police Fund - \$1,000 to be administered by an employee designated by the Chief of Police. Accountability for this fund shall be the responsibility of the Chief of the Police Department.

Police Department Fund - \$250 to be administered by an employee designated by the Chief of Police and used for payment of miscellaneous items authorized by Petty Cash vouchers signed by the Chief of Police. This fund is to be replenished from time to time and accountability for the funds shall be the responsibility of the Chief of Police.

Berea Recreation Department - \$500 to be administered by an employee designated by the Director of Recreation and used for payment of miscellaneous items as authorized by Petty Cash vouchers signed by the Director of Recreation. This fund is to be replenished from time to time and accountability for the funds shall be the responsibility of the Director of Recreation.

## COUNCIL CHAMBER

City of Berea, Ohio

ORDINANCE No. 2000-15

By Richard T. Malott Sponsored By Mayor Joseph W. Biddlacombe

-2-

Berea Recreation Department - \$300 to be administered by an employee designated by the Director of Recreation and used for making change in the receipt of monies passing through the cash register at the Recreation Center. Accountability for this fund shall be the responsibility of the Director of Recreation.

Berea Municipal Court - \$3,000 to be administered by an employee designated by the Clerk of Court and used for jury witness fee payments, as authorized by pre-numbered vouchers signed by the Clerk of Court. This fund is to be replenished from time to time and accountability for the fund shall be the responsibility of the Clerk of Court.

Berea Municipal Court - \$200 to be administered by an employee designated by the Clerk of Court and used for making change in handling criminal and traffic costs. Accountability of this fund shall be the responsibility of the Clerk of Court.

Berea Municipal Court - \$100 to be administered by an employee designated by the Clerk of Court and used for making change in handling civil cost. Accountability of this fund shall be the responsibility of the Clerk of Court.

Fire Department Fund - \$150 to be administered by an employee designated by the Chief of the Fire Department and used for payment of miscellaneous items as authorized by Petty Cash vouchers signed by the Chief of the Fire Department. This fund is to be replenished from time to time and accountability for the funds shall be the responsibility of the Chief of the Fire Department.

(Seasonal Accounts) Recreation Department - \$150 to be administered by an employee(s) designated by the Department of Recreation and used for making change at the outdoor pool and concession, Groza Field concessions and Madzy Tower concessions. The petty cash accounts are seasonal and will only be used during the periods designated by the Director of Recreation. Accountability for these funds shall be the responsibility of the Director of Recreation.

SECTION 3. 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 of any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 4. That this Ordinance shall take effect and be in force from and after the earliest time permitted by law.

PASSED: March 20, 2000

L. Maxwell  
President of Council

ATTEST: Kathleen Russell Olmstead  
Clerk of Council

APPROVED: March 21, 2000

Joseph W. Biddlacombe  
Mayor

# COUNCIL CHAMBER

EXHIBIT "A".  
Page Three of Five

City of Berea, Ohio

ORDINANCE No. 89-117

By Mrs. Fulimeni Sponsored By Mayor Stanley J. Trupo

## AN ORDINANCE

AMENDING ORDINANCE NO. 1974-12 TO INCREASE THE AMOUNT OF  
CERTAIN "PETTY CASH AND CHANGE FUNDS".

WHEREAS, the Director of Finance of the City of Berea has provided Petty Cash and Change Funds for which he has assumed responsibility, and which funds were established by Ordinance No. 1974-12; and

WHEREAS, on May 1, 1978, Council of the City of Berea adopted Ordinance No. 1978-58 to increase the original distribution of the Petty Cash and Change Fund of the Berea Municipal Court, and on May 1, 1982 by Ordinance No. 1982-16, on January 5, 1987 by Ordinance No. 87-7 and on March 3, 1987 by Ordinance No. 87-60, Council further amended said Ordinance No. 1974-12; and

WHEREAS, present economic circumstances require that the original distribution authority, as established by Ordinance No. 1974-12 and subsequently amended, be altered by the establishment of a Petty Cash and Change Fund for the Berea Police in the amount of Two Hundred Fifty Dollars (\$250.00); and

WHEREAS, present economic circumstances require further that the original distribution authority, as established by Ordinance No. 1974-12 and subsequently amended, be altered by the establishment of a Petty Cash and Change Fund for the Recreation Department in the amount of Five Hundred Dollars (\$500.00).

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Berea, State of Ohio:

SECTION 1. That Section 3 of Ordinance No. 1974-12 be and the same is hereby amended to read in its entirety as follows:

SECTION 3. That the Director of Finance is authorized to establish the following Petty Cash and Change Funds:

City Hall Petty Cash Fund - \$250.00 to be administered by an employee designated by the Director of Finance and used for payment of miscellaneous items costing approximately \$10.00 (Ten and No/100 Dollars) or less as authorized by pre-numbered Petty Cash vouchers signed by the appropriate department head. This fund is to be replenished from time to time and accountability for the funds shall be the responsibility of the Director of Finance.

City Hall Cash Register Change Fund - \$200 to be administered by an employee designated by the Director of Finance and used for making change in the receipt of monies passing through the cash register. Accountability for this fund shall be the responsibility of the Director of Finance.

Berea Chief of Police - \$250 to be administered by an employee designated by the Chief of Police and used for making change in handling parking fines and other police collections. Accountability for this fund shall be the responsibility of the Chief of Police, City of Berea.

Special Police Fund - \$1,000 to be administered by an employee designated by the Chief of Police. Accountability for this fund shall be the responsibility of the Chief of Police, City of Berea.

# COUNCIL CHAMBER

EXHIBIT "A"  
Page Four of Fi

City of Berea, Ohio

ORDINANCE No. 89-117

By Mrs. Fulimani Sponsored By Mayor Stanley J. Trudo

- 2 -

Police Department Fund - \$250 to be administered by an employee designated by the Chief of Police and used for payment of miscellaneous items costing approximately \$10.00 (Ten and No/100 Dollars) or less as authorized by pre-numbered Petty Cash vouchers signed by the Chief of Police. This fund is to be replenished from time to time and accountability for the funds shall be the responsibility of the Chief of Police.

Berea Municipal Court Clerk - \$1,500 to be administered by an employee designated by the Clerk, Berea Municipal Court, and used for the purpose of making change for payments received by the Court and to be used for temporary costs of postage and fees required for the Court prior to the payment of applicable Court costs. Accountability for this fund shall be the responsibility of the Clerk, Berea Municipal Court.

Berea Recreation Department - \$500 to be administered by an employee designated by the Director of Recreation and used for payment of miscellaneous items costing approximately \$20.00 (Twenty and No/100 Dollars) or less. This fund is to be replenished from time to time and accountability for the funds shall be the responsibility of the Director of Recreation.

SECTION 3. 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 of any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 4. That this Ordinance provides for the usual daily operation of the Department of Finance and shall, therefor, provided it receives the affirmative vote of two-thirds of all Members elected to Council, take effect and be in force immediately upon its passage and approval by the Mayor.

PASSED: July 10, 1989

Walter A. Piskozik  
President of Council

ATTEST: Antonine D. D'Arcy  
Clerk of Council

APPROVED: July 11, 1989

Stanley J. Trudo  
Mayor

Approved as to Form:

James H. Walters  
Director of Law



# COUNCIL CHAMBER

City of Berea, Ohio

ORDINANCE No. 93-102

By Councilman Hugh C. Arey Sponsored By Mayor Stanley J. Trupo

## AN ORDINANCE

AMENDING ORDINANCE NO. 89-117 TO CREATE A PETTY CASH FUND FOR THE BEREA FIRE DEPARTMENT.

WHEREAS, Ordinance 89-117 provides for a Petty Cash and Change Fund for various Departments that service the City, but not including the Fire Department; and

WHEREAS, it is necessary for the Fire Department to maintain a petty cash fund for miscellaneous expenses associated with their normal daily operations.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Berea, State of Ohio:

SECTION 1. That Section 3 of Ordinance 89-117 shall be and hereby is amended to include the following:

Fire Department Fund - \$150 to be administered by an employee designated by the Chief of the Fire Department and used for payment of miscellaneous items. This fund is to be replenished from time to time and accountability for the funds shall be the responsibility of the Chief of the Fire Department.

SECTION 2. In all other respects, Ordinance 89-117 shall remain in full force and effect.

SECTION 3. 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 of any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. That this Ordinance shall take effect and be in force from and after the earliest period allowed by law.

PASSED: October 4, 1993

Mary H. Redbrook  
President of Council

ATTEST: Susan Austin  
Clerk of Council

APPROVED: October 5, 1993

Stanley J. Trupo  
Mayor

Approved as to Form:

Gregg Marshall  
Director of Law