

# BEREA CITY COUNCIL

*City of Berea, Ohio*

## ORDINANCE NO. 2024-26

By: Councilwoman Mary K. Brown Sponsor: Mayor Cyril M. Kleem

### AN ORDINANCE

#### **ESTABLISHING AND RECONSTITUTING FUNDS AND AMOUNTS FOR CERTAIN PETTY CASH AND CHANGE FUNDS, AND EXPRESSLY REPEALING ORDINANCE NO. 2021-25, AND DECLARING AN EMERGENCY.**

**WHEREAS**, Ordinance No. 2021-25 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 an increase in the petty cash fund for special events, and for the effective day-to-day operations 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 No. 2021-25, attached hereto as Exhibit "A", and incorporated herein by reference as if fully rewritten, is hereby expressly repealed.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.

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Special Events Fund - \$1,500 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.

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.

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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.

**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: June 3, 2024

ATTEST: Allyson  
Clerk of Council

APPROVED AS TO FORM:

John  
Director of Law

John  
President of Council

APPROVED:

John H. Klein  
Mayor