

ORDINANCE NO.: 57 -2020  
INTRODUCED BY: Henry

**AN ORDINANCE AMENDING SECTION 137.02, TITLED “PETTY CASH REVOLVING FUNDS”, AND REPEALING SECTION 145.03, TITLED “PETTY CASH FUND”, OF THE CODIFIED ORDINANCES TO INCREASE THE AMOUNT OF THE PETTY CASH FUND FOR THE DIVISION OF BUILDING, HOUSING AND ZONING TO TWO HUNDRED DOLLARS AND SO AS TO ELIMINATE REDUNDANT PETTY CASH ORDINANCES.**

WHEREAS, this Council finds that it is necessary to increase the amount of petty cash for the Division of Building, Housing and Zoning to meet the Division’s needs for making change and making necessary incidental expenditures;

WHEREAS, both Codified Ordinance Section 137.02 and Section 145.03 authorize a petty cash fund for the use of the Division of Building, Housing and Zoning;

WHEREAS, because the two sections are redundant, this Council desires to repeal Section 145.03 to eliminate redundant petty cash ordinances.

NOW, THEREFORE, Be It Ordained by the Council of the City of Richmond Heights, State of Ohio, that:

Section 1. Section 137.02, titled “Petty Cash Revolving Funds”, of the Codified Ordinances of the City of Richmond Heights is hereby amended to provide as follows:

**137.02 PETTY CASH REVOLVING FUNDS.**

(a) There is hereby appropriated out of the General Fund sufficient funds to establish the following Petty Cash Funds:

City Hall Petty Cash Fund	\$75.00
<b>Division of Building, Housing, and Zoning Department</b> Petty Cash Fund	<del>50.00</del> <b>200.00</b>
Police Department Petty Cash Fund	200.00

(b) The Petty Cash Funds shall each be a revolving fund from which **change may be made** and necessary incidentals may be purchased; provided, that such expenditures shall be documented by receipts and be approved by the various department heads.

(c) The Finance Director shall replenish such Funds as necessary and may make further rules and regulations regarding the use of such Funds.

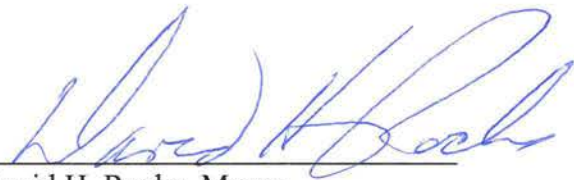
Section 2. Existing Section 137.02, titled “Petty Cash Revolving Funds”, of the Codified Ordinances of the City of Richmond Heights is hereby repealed.

Section 3. Section 145.03, titled “Petty Cash Fund”, of the Codified Ordinances of the City of Richmond Heights is hereby repealed.

Section 4. 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 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, including Section 121.22 of the Ohio Revised Code.

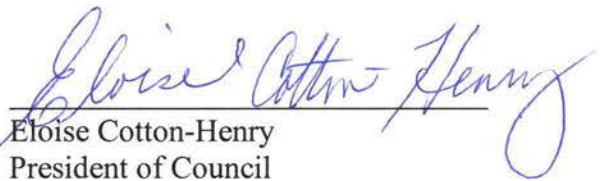
Section 5: This Ordinance shall take effect and be in force from and after the earliest period allowed by law.

PASSED: June 9, 2020

  
David H. Roche, Mayor

APPROVED: June 9, 2020

ATTEST: Betsy Traben  
Betsy Traben  
Clerk of Council

  
Eloise Cotton-Henry  
President of Council