RESOLUTION NO. 2014-031

SPONSOR Mr. Pry

DATE January 27, 2014

COMMITTEE Planning

A Resolution establishing a Permanent Change Fund for the County Executive’s Department of Community and Economic Development – Division of Building Standards, in the amount of $1,050.00, for the clerks’ cash drawers, for the Executive’s Department of Community and Economic Development – Division of Building Standards, and declaring an emergency.

WHEREAS, the clerks of the County Executive’s Department of Community and Economic Development – Division of Building Standards (“Building Standards”) are responsible for accepting and processing building permit and plans review applications; and

WHEREAS, as part of the performance of their jobs, the Building Standards clerks accept payments for associated fees, and need cash on hand to make change for cash payments from time to time; and

WHEREAS, the Department of Internal Audit has recently advised that the Building Standards clerks should each have separate cash drawers, rather than the previous practice of sharing one drawer amongst all of the clerks; and

WHEREAS, as a result of the Department of Internal Audit’s recommendation, it is necessary to establish a Building Standards Permanent Change Fund in the amount of $1,050.00, in order to provide $150.00 in cash for each of the seven cash drawers that will be maintained by Building Standards; and

WHEREAS, this Council finds and determines, after reviewing all pertinent information, that it is necessary and in the best interest of this Council to establish a Permanent Change Fund for Building Standards in the amount of $1,050.00.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the County of Summit, State of Ohio, that:

SECTION 1

The Permanent Change Fund for use by Building Standards clerks for making change out of their cash drawers in the process of accepting fees associated with the acceptance and processing of building permits and plans review applications is hereby established at $1,050.00.

SECTION 2

The Fiscal Officer shall issue a warrant payable to the order of the Assistant Director of Community and Economic Development that oversees Building Standards. Such Assistant Director shall endorse and cash the warrant and deposit such money into the cash drawers to be used by the Building Standards clerks.
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SECTION 3

The Building Standards Permanent Change Fund shall remain fixed at $1,050.00 unless modified by further action of this Council.

SECTION 4

This Resolution is hereby declared to be an emergency in the interest of the health, safety and welfare of the citizens of the County of Summit and for the further reason that it is necessary to immediately comply with the recommendation of the Department of Internal Audit.

SECTION 5

Provided this Resolution receives the affirmative vote of eight members, it shall take effect immediately upon its adoption and approval by the Executive; otherwise it shall take effect and be in force at the earliest time provided by law.

SECTION 6

It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution 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 legal requirements, including Section 121.22 of the Ohio Revised Code.

INTRODUCED January 6, 2014

ADOPTED January 27, 2014

CLERK OF COUNCIL

APPROVED January 28, 2014

EXECUTIVE

ENACTED EFFECTIVE January 28, 2014

Voice Vote: 11-0 YES: Comunale, Crawford, Feeman, Kostandaras, Kurt, Lee, Prentice, Rodgers, Roemer, Schmidt, Shapiro