

PIC 9/16/25 Finance  
CAG 9/10/7/25  
CAG 10/7/25  
CAG  
CAG

CITY OF BROOK PARK, OHIO

Ordinance No. 11496-2025

Introduced By: MAYOR ORCUTT

AN ORDINANCE TO AMENDING ORDINANCES NO. 5891-1981, 8356-1997, 8435-1998, 8442-1998, 8926-2002, AND 9082-2004, THE OPERATIONAL CASH ORDINANCES FOR THE CITY OF BROOK PARK, STATE OF OHIO, AND DECLARING AN EMERGENCY

WHEREAS, the operational cash funds and policies require an update for consistency and departmental needs,

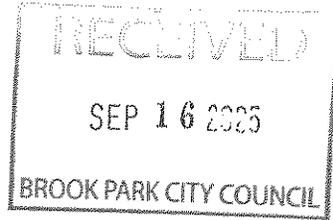
NOW THEREFORE BE IT RESOLVED, by the Council of the City of Brook Park, State of Ohio that:

SECTION 1: That to provide for the current departmental needs of the City of Brook Park, Ohio, the Operational Cash Funds and Policy be established as follows:

- (a) Recreation Center \$100.00
- (b) Mayor's Court \$200.00
- (c) Building Department \$100.00
- (d) Tax Department \$100.00
- (e) Water Park Concession \$100.00
- (f) Water Park Admissions \$150.00

SECTION 2: That to provide for the current departmental needs of the City of Brook Park, Ohio and to provide clear guidelines for the establishment, management, and usage of the operational cash fund, the Operational Cash Policy is established as follows:

- (a) Operational cash shall be used to facilitate department transactions; however, under no circumstances shall any portion of this Fund be expended.
- (b) Departments are required to balance daily to their designated operational cash total as outlined in Section 1.
- (c) Any discrepancies, issues, or concerns with operational



cash shall immediately be reported to the Finance Director.

- (d) The Finance Department shall conduct unannounced internal audits on the operational cash funds during the fiscal year to ensure compliance with the internal controls in place. The departmental head is responsible for facilitating the audit process and addressing any discrepancies.

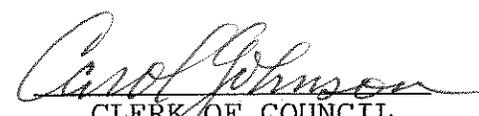
**SECTION 3:** Those portions of Ordinances No. 5891-1981, 8356-1997, 8435-1998, 8442-1998, 8926-2002, and 9082-2004 which are inconsistent with the provisions adopted herein, are expressly repealed.

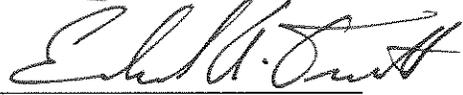
**SECTION 4:** It is found and determined that all formal actions of this Council concerning and relating to this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal actions were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

**SECTION 5:** This Ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health, safety, and welfare of said City; therefore, provided this ordinance receives the affirmative vote of at least five (5) 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: October 7, 2025

  
PRESIDENT OF COUNCIL

ATTEST:   
CLERK OF COUNCIL

APPROVED:   
MAYOR

10-8-25  
DATE

CERTIFICATE  
Carol Johnson, Clerk of Council, of the City of Brook Park, Ohio, do hereby certify that the foregoing is a true and accurate copy of Ordinance Resolution No. 11496-2025 passed on the 7 day of October 20 25 by said council.

  
Clerk of Council

	Yea	Nay
Troyer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mencini	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Roberts	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Scott	<input checked="" type="checkbox"/>	<input type="checkbox"/>
McCorkle	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Polindexter	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dufour	<input checked="" type="checkbox"/>	<input type="checkbox"/>

*Unanimous*

I HEREBY APPROVE THE WITHIN INSTRUMENT AS TO LEGAL FORM AND CORRECTNESS.  
  
DIRECTOR OF LAW