

**ORDER**

**TO APPROVE A PETTY CASH FUND FOR THE WATER BILLING OFFICE  
IN THE AMOUNT OF \$3,000.00**

**WHEREAS**, the Water Billing Office currently has a petty cash fund of \$1,500.00; and

**WHEREAS**, several trips to the bank are required daily with a police escort with each trip for change purposes; therefore, decreasing the response time for customer service, as well as the police department's time.

**WHEREAS**, Administration is recommending the amount of \$3,000.00 in the petty cash fund.

**THEREFORE IT IS ORDERED**, that a petty cash fund be established in the Water Billing Office in the amount of \$3,000.00

**SO ORDERED** this the 7<sup>th</sup> day of January, 2020.

Motion was made by Councilperson Capers and seconded by Councilperson Thaxton, for the adoption of the above and foregoing Order.

Upon roll call vote, the result was as follows:

YEAS: Capers, Wheat, Thaxton, S. Comegys, Page

NAYS: None

ABSTAINING: None

ABSENT: Carmichael

The President thereupon declared the motion carried and the Order adopted this the 7<sup>th</sup> day of January, A.D., 2020.

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PRESIDENT OF THE COUNCIL

ATTESTED AND SUBMITTED TO THE MAYOR BY THE CLERK OF THE  
COUNCIL ON \_\_\_\_\_.

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CLERK OF THE COUNCIL

APPROVED ( ) DATE\_\_\_\_\_

VETOED ( ) DATE\_\_\_\_\_

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MAYOR

ATTEST:

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CITY CLERK

Min. of 01/07/2020; Min. Bk.101; Page \_\_\_\_\_; Agn. Itm. No. 4G