

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Adopt Ordinance No. 619, Amending Ordinance No. 551 to Increase the City's Petty Cash and Change Fund
DEPARTMENT:	Finance
PRESENTED BY:	Debbie Tarry, Assistant City Manager
ACTION:	<input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

Currently, \$1,300 is allotted to provide petty cash and change funds throughout the City. The cash handlers in the Department of Planning and Community Development and the City Clerk's Department routinely process transactions that exhaust their existing change fund after only one payment requiring them to look for change to accommodate subsequent transactions. Staff is recommending to increase their change fund. This will allow the cash handlers in the Department of Planning and Community Development and City Clerk's Department to process more cash transactions without exhausting their change funds. This requires an increase to the city-wide petty cash and change fund allocation.

Ordinance No. 551 adopted a combined petty cash and change fund of \$1,300. Ordinance No. 619 will increase this amount to \$1,500 to account for the recommended increase in change funds for the Department of Planning and Community Development and City Clerk's Department.

RESOURCE/FINANCIAL IMPACT: Adoption of Ordinance No. 619 will require that \$200 be taken from unrestricted cash within the General Fund to be placed in the pool of funds for petty cash and change funds. This will not have a budget impact.

RECOMMENDATION

Staff recommends that Council adopt Ordinance No. 619 increasing the city-wide petty cash and change fund allocation to \$1,500.

ATTACHMENTS

Attachment A: Ordinance No. 619

Approved By: City Manager  City Attorney 

ORDINANCE NO. 619

**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON,
INCREASING THE APPROPRIATION TO THE PETTY CASH AND
CHANGE FUND; AND AMENDING SHORELINE MUNICIPAL CODE
3.35.010**

WHEREAS, pursuant to SMC 3.35.010, the appropriation for petty cash is \$1300 and should be increased to \$1500 to accomadate the transaction needs of the Department of Plannning and Community Services; now therefore,

**THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, DO
ORDAIN AS FOLLOWS:**

Section 1. Amendment. Shoreline Municipal Code 3.35.010 is amended as follows:

3.35.010 Petty cash and change fund

A sum of up to, but not exceeding, ~~\$1,300.00~~1500.00 is appropriated from the city's general fund to the city petty cash and change fund for the purpose of making minor disbursements (\$40.00 or less) and making change and the city manager or his or her designee is authorized, from time to time, to reimburse the petty cash and change fund for actual expenses incurred for such purposes. The fund shall be administered by the city of Shoreline in accordance with regulations providing for such lawful administration.

Section 2. Publication, Effective Date. This ordinance shall take effect and be in full force five (5) days after publication of a summary of the ordinance consisting of its title.

PASSED BY THE CITY COUNCIL ON NOVEMBER 14, 2011.

Keith A. McGlashan
Mayor

ATTEST:

APPROVED AS TO FORM:

Scott Passey
City Clerk

Ian Sievers
City Attorney

Date of Publication: 2011
Effective Date: 2011