

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Adopt Ordinance No. 656 Amending Ordinance 619 to Increase Petty Cash Minor Disbursements from the City's Petty Cash Fund
DEPARTMENT:	Administrative Services
PRESENTED BY:	Patti Rader, Finance 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 the maximum amount allowed for minor disbursements from the City's petty cash fund is \$40. One of the frequent uses of the petty cash fund is to obtain licenses for City vehicles. In 2013, the cost of vehicle licenses increased from \$34.25 to \$47.25. In order to accommodate these expenditures, as well as general increases in costs of minor transactions, Ordinance No. 656 increases the maximum allowance for minor disbursements to \$50.

RESOURCE/FINANCIAL IMPACT: This will not have a budget impact.

RECOMMENDATION

Staff recommends that Council adopt Ordinance No. 656.

Approved By: City Manager **JU** City Attorney **IS**

Attachment A: Ordinance No. 656

ORDINANCE NO. 656

**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON,
INCREASING THE PETTY CASH MINOR DISBURSEMENT DOLLAR
AMOUNT; AND AMENDING SHORELINE MUNICIPAL CODE 3.35.010**

WHEREAS, pursuant to SMC 3.35.010, the definition of minor disbursements for petty cash is \$40; and

WHEREAS, in order to effectively use petty cash to meet the needs of the City and reduce the administrative cost of producing reimbursement checks, a \$50 limitation is more practical; 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, \$1,500 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~~ \$50.00 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 APRIL 8, 2013.

Mayor Keith A. McGlashan

ATTEST:

APPROVED AS TO FORM:

Scott Passey
City Clerk

Ian Sievers
City Attorney

Date of Publication:

Effective Date: