

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Adoption of Ordinance No. 801 – Amending Shoreline Municipal Code Section 3.35.010 Petty Cash and Change Fund		
DEPARTMENT:	Administrative Services		
PRESENTED BY:	Sara Lane, Administrative Services Director		
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, \$1,500.00 is allotted to provide petty cash and change funds throughout the City. The Utility Operating Services Agreement between the City and the Ronald Wastewater District will require the establishment of an additional change fund for the City Clerk's office. The cash handlers in the Department of Planning and Community Development have also seen an increase in cash transactions and anticipate additional activity with the City's operation of Ronald Wastewater. The Administrative Services Department has also seen an increase in activity in their petty cash fund.

The combined petty cash and change fund of \$1,500.00 set forth in Shoreline Municipal Code (SMC) 3.35.010 has been in place since 2011. Proposed Ordinance No. 801 would increase this amount to \$2,000.00 to account for the recommended increase in funds. The City Council discussed proposed Ordinance No. 801 at their meeting on October 9, 2017 and directed staff to bring back the proposed ordinance for adoption.

RESOURCE / FINANCIAL IMPACT:

Adoption of proposed Ordinance No. 801 will require that \$500.00 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. 801.

Approved By: City Manager **DT** City Attorney **MK**

BACKGROUND

Currently, \$1,500.00 is allotted to provide petty cash and change funds throughout the City. The Utility Operating Services Agreement between the City and the Ronald Wastewater District will require the establishment of an additional change fund for the City Clerk's office. The cash handlers in the Department of Planning and Community Development have also seen an increase in cash transactions and anticipate additional activity with the City's operation of Ronald Wastewater. The Administrative Services Department has also seen an increase in activity in their petty cash fund.

The City initially established a petty cash fund of \$300.00 in 1995. The fund was last increased to \$1,500.00 by Ordinance No. 619, adopted on November 14, 2011. Ordinance No. 656, adopted on April 8, 2013, increased the maximum allowance for minor disbursements to \$50.00, but did not increase the total fund.

The City Council discussed proposed Ordinance No. 801, amending SMC 3.35.010, at their meeting on October 9, 2017. The staff report for that Council discussion can be found at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2017/staffreport100917-8a.pdf>.

DISCUSSION

Ordinance No. 801 (Attachment A) increases the petty cash and change fund amount to \$2,000.00. The City Clerk's office currently maintains one change fund of \$100.00. As the City Council is aware, the City and the Ronald Wastewater District have entered into a Wastewater Utility Operating Services Agreement by which the City will be operating the sewer utility system on behalf of the Ronald Wastewater District. The City's services in this regard will require an additional cash handler who will require a change fund.

The Planning and Community Development Department currently maintains four (4) change funds, each of \$100.00. Many of these funds' transactions are in cash and staff anticipate an increase in transactions with the addition of Ronald Wastewater activity. The cash handlers routinely process transactions that exhaust their existing change fund after only one payment, requiring staff to look for change to accommodate subsequent transactions. Staff is recommending an increase to one of their funds to provide additional change for multiple transactions.

The Administrative Services Department also maintains a petty cash fund. Their balance has been depleted in order to increase petty cash funds in the Parks Department. Staff is recommending an increase to the fund in order to accommodate the increase in activity.

RESOURCE/FINANCIAL IMPACT

The recommended code change will require that \$500.00 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. 801.

ATTACHMENTS

Attachment A – Proposed Ordinance No. 801

ORDINANCE NO. 801

AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, AMENDING SHORELINE MUNICIPAL CODE 3.35.010 TO PROVIDE FOR AN INCREASE IN THE APPROPRIATION TO THE PETTY CASH AND CHANGE FUND.

WHEREAS, pursuant to SMC 3.35.010, the appropriation for Petty Cash and Change Fund is \$1,500; and

WHEREAS, the appropriation amount should be increased to \$2,000 to accommodate the transactional needs of the City Clerk's Office, the Department of Planning and Community Development, and the Administrative Services Department;

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~~ \$2,000 is appropriated from the city's general fund to the city petty cash and change fund for the purpose of making minor disbursements (\$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. Corrections by City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and/or the Code Reviser are authorized to make necessary corrections to this ordinance, including the corrections of scrivener or clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering and references.

Section 3. Severability. Should any section, subsection, paragraph, sentence, clause, or phrase of this ordinance or its application to any person or situation be declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance or its application to any person or situation.

Section 4. Publication and Effective Date. A summary of this Ordinance consisting of the title shall be published in the official newspaper. This Ordinance shall take effect five days after publication.

PASSED BY THE CITY COUNCIL ON OCTOBER 23, 2017.

Mayor Christopher Roberts

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik Smith
City Clerk

Margaret King
City Attorney

Date of Publication:

Effective Date: