

CITY OF MARYSVILLE AGENDA BILL

EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE: 3/21/2016

AGENDA ITEM: Petty Cash and Change Fund Ordinance	
PREPARED BY: Allina Holmquist, Assistant Finance Director	DIRECTOR APPROVAL:
DEPARTMENT: Finance	
ATTACHMENTS: Ordinance 2730 and amended Petty Cash and Change Fund Ordinance	
BUDGET CODE: 401.111700 and 001.111700	AMOUNT:
SUMMARY:	

Due to the growth of activities and operations in the Parks department, Municipal Court and the Public Works departments, additional change funds and an additional petty cash fund are requested. This would provide the Parks department with another \$300.00 change fund, this would provide Municipal Court with another \$100.00 change fund and this would provide the Public Works department with another \$300.00 petty cash fund.

RECOMMENDED ACTION: Staff recommends that Council authorize the Mayor to sign the amended Petty Cash and Change Fund Ordinance.

CITY OF MARYSVILLE
Marysville, Washington

ORDINANCE NO. 2730

AN ORDINANCE OF THE CITY OF MARYSVILLE, AMENDING CHAPTER 3.51 OF THE MARYSVILLE MUNICIPAL CODE BY UPDATING THE ORDINANCE ESTABLISHING AND REGULATING THE PETTY CASH FUND, A CHANGE AND IMPREST FUND OF THE CITY.

WHEREAS, it is necessary to update the City's Petty Cash Fund Ordinance to be consistent with the current operations and structure of City government;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MARYSVILLE, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Chapter 3.51 MMC is hereby amended to read as follows:

**Chapter 3.51
PETTY CASH FUND**

Sections:

3.51.010 Petty cash fund established.

3.51.020 Petty cash fund distribution.

3.51.030 Petty cash fund custodians.

3.51.010 Petty cash fund established.

There is created and established a change and imprest fund within the current expense fund, to be designated as the "petty cash fund." Four thousand two hundred dollars is authorized for the petty cash fund. (Ord. 2369 § 1, 2001; Ord. 2262 § 1, 1999; Ord. 1951 § 1, 1993; Ord. 1936 § 1, 1993; Ord. 1687 § 1, 1989).

3.51.020 Petty cash fund distribution.

The petty cash fund herein established shall be distributed as follows:

- (1) Three hundred dollars shall be used by the city's municipal court as a change fund;
- (2) Two hundred dollars shall be used by the city's park and recreation department, \$100.00 as a change fund and \$100.00 as a petty cash fund;
- (3) Six hundred dollars shall be used by the city's finance department as a change fund;

- (4) Two hundred fifty dollars shall be used by the city's finance department as a petty cash fund;
- (5) Five hundred fifty dollars shall be used by the city's police department as two \$50.00 change funds, one \$300.00 change fund and a \$150.00 petty cash fund;
- (6) Two hundred dollars shall be used by the city's public works department as a petty cash fund;
- (7) One hundred fifty dollars shall be used by the city's community development department, \$50.00 as a petty cash fund and \$100.00 as a change fund;
- (8) One hundred fifty dollars shall be used by the Ken Baxter Senior/Community Center, \$100.00 as a change fund and \$50.00 as a petty cash fund;
- (9) One thousand eight hundred dollars shall be used by the Cedarcrest Golf Course, \$1,600 as a change fund and \$200.00 as a petty cash fund. (Ord. 2517 § 1, 2004; Ord. 2398 §§ 1, 2, 2001; Ord. 2369 § 2, 2001; Ord. 2262 § 2, 1999; Ord. 2179 § 1, 1998; Ord. 1998 § 1, 1994; Ord. 1951 § 2, 1993; Ord. 1936 § 2, 1993; Ord. 1851-A § 1, 1991; Ord. 1824 § 1, 1991; Ord. 1687 § 2, 1989).

3.51.030 Petty cash fund custodians.

The custodians of the petty cash fund herein established shall be as follows:

- (1) The city's court administrator is designated as the custodian of the municipal court change fund.
- (2) The city's park and recreation director is designated as the custodian of the park and recreation change fund and the Ken Baxter Senior/Community Center change fund and petty cash fund.
- (3) The finance director is designated as the custodian of the finance department change and petty cash fund.
- (4) The police chief is designated as the custodian of the police department change and petty cash fund.
- (5) The public works director is designated as the custodian of the public works petty cash fund.
- (6) The community development director is designated as the custodian of the community development department petty cash fund;
- (7) The golf course superintendent is designated as the custodian of the Cedarcrest Golf Course change and petty cash fund. (Ord. 2369 § 3, 2001; Ord. 2179 § 2, 1998; Ord. 1951 § 3, 1993; Ord. 1936 § 3, 1993; Ord. 1851-A § 2, 1991; Ord. 1824 § 2, 1991; Ord. 1687 § 3, 1989).

PASSED by the City Council and APPROVED by the Mayor this 10th day of December 2007.

CITY OF MARYSVILLE

By Dennis L. Kendall
Dennis Kendall, Mayor

Attest:

By Tracy Jeffries
Tracy Jeffries, City Clerk

Approved as to form:

By Grant K. Weed
Grant Weed, City Attorney

Date of Publication: 12/12/07

Effective Date (5 days after publication): 12/17/07

CITY OF MARYSVILLE

ORDINANCE No. _____

AN ORDINANCE OF THE CITY OF MARYSVILLE, AMENDING SECTION 3.51.020 OF THE MARYSVILLE MUNICIPAL CODE TO ADD A CHANGE FUND FOR PARKS, ADD A CHANGE FUND FOR MUNICIPAL COURT AND TO ADD A PETTY CASH FUND FOR PUBLIC WORKS.

WHEREAS, it is necessary to update the City's Petty Cash Fund Ordinance to be consistent with the current operations and structure of City government;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL FOR THE CITY OF MARYSVILLE AS FOLLOWS:

Section 1. Amendment of Municipal Code.

Section 3.51.020 of the municipal code is amended as set forth in Exhibit "A."

Section 2. Severability. If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance .

Section 3. Effective Date. This ordinance shall become effective five days after the date of its publication by summary.

PASSED by the City Council and APPROVED by the Mayor this __ day of _____ 2016.

CITY OF MARYSVILLE

By _____
JON NEHRING, MAYOR

Attest:

By _____
APRIL O'BRIEN, DEPUTY CITY CLERK

Approved as to from:

By _____
JON WALKER, CITY ATTORNEY

Date of publication: _____
Effective Date (five days after publication): _____

EXHIBIT A

3.51.020 Petty cash fund distribution.

The petty cash fund herein established shall be distributed as follows:

- (1) ~~Three~~ Four hundred dollars shall be used by the city's municipal court as a change fund;
- (2) ~~Two~~ Five hundred dollars shall be used by the city's parks, ~~and~~ recreation, and culture department, \$100.00 as a change fund, \$300.00 as a change fund and \$100.00 as a petty cash fund;
- (3) Six hundred dollars shall be used by the city's finance department as a change fund;
- (4) Two hundred fifty dollars shall be used by the city's finance department as a petty cash fund;
- (5) Five hundred fifty dollars shall be used by the city's police department as two \$50.00 change funds, one \$300.00 change fund and a \$150.00 petty cash fund;
- (6) ~~Two~~ Five hundred dollars shall be used by the city's public works department, \$200.00 as a petty cash fund and \$300.00 as a petty cash fund;
- (7) Two hundred dollars shall be used by the city's department of community development, \$100.00 as a petty cash fund and \$100.00 as a change fund;
- (8) One hundred fifty dollars shall be used by the Ken Baxter Senior/Community Center, \$100.00 as a change fund and \$50.00 as a petty cash fund;
- (9) One thousand eight hundred dollars shall be used by the Cedarcrest Golf Course, \$1,600 as a change fund and \$200.00 as a petty cash fund.