

CITY OF MARYSVILLE AGENDA BILL

EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE: 2/5/18

AGENDA ITEM:	
Update to MMC 3.51 Petty Cash Fund	
PREPARED BY:	DIRECTOR APPROVAL:
Jan Berg	
DEPARTMENT:	
Finance	
ATTACHMENTS:	
Marysville Municipal Code Chapter 3.51	
BUDGET CODE:	AMOUNT:
	N/A
SUMMARY:	

The Police Department and Cedarcrest Golf Course have returned cash drawer funds that are no longer needed for the daily operations at these facilities. The Police Department has turned in the \$300.00 change fund and both of the \$50.00 change funds. Cedarcrest Golf Course has returned their \$200.00 petty cash fund.

The attached Municipal Code Chapter 3.51 Petty Cash reflects the updates to these department's petty cash funds.

RECOMMENDED ACTION: Staff respectfully recommends City Council to approve the Ordinance to amend MMC Chapter 3.51 Petty Cash.

CITY OF MARYSVILLE

Marysville, Washington

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MARYSVILLE, WASHINGTON, AMENDING CHAPTER 3.51 OF THE MARYSVILLE MUNICIPAL CODE, "PETTY CASH FUND," TO REFLECT CURRENT OPERATIONS AND STRUCTURE OF CITY GOVERNMENT.

WHEREAS, some of the City's petty cash needs are no longer reflected in the municipal code; and

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

WHEREAS, other minor revisions to custodians and the total amount of the petty cash fund should also be amended.

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

SECTION 1. Amendment. Chapter 3.51 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 _____, 2018.

CITY OF MARYSVILLE

By _____

JON NEHRING, MAYOR

Attest:

By _____

_____, DEPUTY CITY CLERK

Approved as to form:

By _____

JON WALKER, CITY ATTORNEY

Date of publication: _____

Effective Date (5 days after publication): _____

EXHIBIT A

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-three~~ hundred fifty dollars is authorized for the petty cash fund.

3.51.020 Petty cash fund distribution.

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

- (1) Four hundred dollars shall be used by the city's municipal court as a change fund;
- (2) Five hundred dollars shall be used by the city's parks, 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~~One 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~~ a petty cash fund;
- (6) 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-six~~ hundred dollars shall be used by the Cedarcrest Golf Course, ~~\$1,600~~ as a change fund ~~and \$200.00 as a petty cash fund.~~

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 parks, ~~and~~ recreation, and culture 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~~ parks, recreation, and culture director is designated as the custodian of the Cedarcrest Golf Course change and petty cash fund.