

**CITY OF MARYSVILLE AGENDA BILL**

**EXECUTIVE SUMMARY FOR ACTION**

**CITY COUNCIL MEETING DATE: December 14, 2020**

<b>AGENDA ITEM:</b>	
Update to MMC 3.51 Petty Cash Fund	
<b>PREPARED BY:</b>	<b>DIRECTOR APPROVAL:</b>
Lindsey Ryan	
<b>DEPARTMENT:</b>	
Finance	
<b>ATTACHMENTS:</b>	
Adopting Ordinance Marysville Municipal Code Chapter 3.51	
<b>BUDGET CODE:</b>	<b>AMOUNT:</b>
	N/A
<b>SUMMARY:</b> The Ken Baxter Senior/Community Center no longer has a need for their \$50.00 petty cash fund to maintain daily operations. The Finance Department is requesting a \$800 change fund to be used in a new utility billing payment kiosk to be located at City Hall.  The attached Municipal Code Chapter 3.51 Petty Cash reflects the updates to these department's petty cash and change 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 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. Upon approval by the city attorney, the city clerk or the code reviser are authorized to make necessary corrections to this ordinance, including scrivener's errors or clerical mistakes; references to other local, state, or federal laws, rules, or regulations; or numbering or referencing of ordinances or their sections and subsections.

SECTION ~~34~~. 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 \_\_\_\_\_, ~~2019~~2020.

CITY OF MARYSVILLE

By \_\_\_\_\_  
JON NEHRING, MAYOR

Attest:

By \_\_\_\_\_  
TINA BROCK, DEPUTY CITY CLERK

Approved as to ~~for~~form:

By \_\_\_\_\_  
JON WALKER, CITY ATTORNEY

Date of publication: \_\_\_\_\_

Effective Date (five days after publication): \_\_\_\_\_

## EXHIBIT A

### **3.51.010 Petty cash fund established**

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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 seven hundred and fifty dollars is authorized for the petty cash fund.

### **3.51.020 Petty cash fund distribution.**

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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) Four hundred dollars shall be used by the city's parks, recreation, and culture department, \$100.00 as a change fund and \$300.00 as a change fund;
- (3) ~~Six One thousand four~~ hundred dollars shall be used by the city's finance department ~~as a change fund;~~  
\$600.00 as a change fund and \$800.00 as a change fund;
- (4) One hundred fifty dollars shall be used by the city's police department as a petty cash fund;
- (5) 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;
- (6) 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;
- (7) 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;~~
- (8) One thousand six hundred dollars shall be used by the Cedarcrest Golf Course as a change fund.

### **3.51.030 Petty cash fund custodians.**

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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, 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 funds.
- (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 parks, recreation, and culture director is designated as the custodian of the Cedarcrest Golf Course change fund.