



City of Dublin

Office of the City Manager
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Memo

To: Members of Dublin City Council

From: Marsha I. Grigsby, City Manager 

Date: May 2, 2013

Initiated By: Angel L. Mumma, Deputy City Manager/Director of Finance & Administration

Re: Ordinance No. 37-13 - Establishing the Location and Amount of Cash on Hand for Change Funds

Summary

In order to accommodate more efficient and effective cash handling procedures at the City's Recreation Center and two outdoor swimming pools, staff proposes an increase in the amount of cash held in those change funds. Currently, the change fund at DCRC contains \$450 while the change funds at each swimming pool contain \$600, which is divided between the cash register drawers and the safe. Normal daily sales activity frequently exhausts the available small-denomination currency for making change, requiring staff to make extra trips to the bank or other businesses to make change.

From both a staff safety and customer service standpoint, staff proposes to increase the amount of change held at the DCRC to \$650 and at each pool to \$800, which would then be divided between the multiple cash register drawers and safe, based on the daily activity. These levels should provide sufficient change to last through weekends, eliminating the need for staff to travel off-site to obtain change and reducing the frequency of cash register drawer replenishment all while reducing patron waiting time. At the conclusion of the swimming season, both pool change funds are to be re-deposited at the bank as per normal procedures.

Finally, staff recommends combining the Accounting and Auditing change fund of \$25 and the Taxation change fund of \$50 into one Finance change fund which would be maintained at \$75.

Recommendation

Staff recommends passage of Ordinance 37-13 by emergency at the second reading/public hearing on May 20, 2013 in order to have it effective immediately, ensuring that sufficient funds are in place when the pool season begins.

RECORD OF ORDINANCES

37-13

Ordinance No. _____

Passed _____, 20____

AN ORDINANCE ESTABLISHING THE LOCATION AND AMOUNT OF CASH ON HAND FOR CHANGE FUNDS, AND DECLARING AN EMERGENCY

WHEREAS, business transactions occur in a variety of locations, which require cash on hand to complete the transaction and minimize the inconvenience to the public; and

WHEREAS, Ordinance 29-05 previously established the authorized locations and amounts for change funds; and

WHEREAS, it is necessary to add additional amounts to the change funds in Recreation Services to meet their needs for processing admission and concession transactions at the outdoor community swimming pools and the Dublin Community Recreation Center; and

WHEREAS, the change funds maintained by the Accounting and Auditing Division and the Taxation Division can be combined into one change fund.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Dublin, State of Ohio, _____ of its elected members concurring, that:

Section 1. Change funds for conducting City business be maintained in the following locations for the purposes indicated:

Finance	General fees	\$ 75.00
Court Services	Court fees/costs	100.00
Land Use and Long-Range Planning	Garage Sale Permits	50.00
Building Standards	Building fees	75.00
Police	General fees	100.00
	After hours collection	
	For Court Services	75.00
Street & Utilities	General fees	50.00
Recreation Services	Recreation programs	650.00
	North Outdoor pool	800.00
	South Outdoor pool	800.00
Community Relations	Merchandise Sales	50.00

Section 2. Temporary change funds needed for special event activities may be established throughout the year. These change funds will only be maintained during the event and the monies will be re-deposited upon its conclusion.

Section 3. The Director or designee will be responsible for maintaining and reconciling the change funds on a daily basis. Receipts collected shall be deposited intact daily with Accounting and Auditing or the City depository.

Section 4. The change funds are to be used to make change only and not for payment of petty cash items.

Section 5. There be established a petty cash fund in the amount of \$200.00 which will be maintained by Accounting and Auditing for the purpose of reimbursing employees for out-of-pocket expenses up to \$20.00 per Administrative Order.

Section 6. This ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, or welfare by providing the necessary change funds to complete cash transactions, and for the further reason that sufficient funds need to be in place at the onset of the summer pool season. Therefore, this ordinance shall be effective upon passage.

RECORD OF ORDINANCES

37-13

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Ordinance No. _____

Passed _____, 20____

Passed this _____ day of _____, 2013.

Mayor - Presiding Officer

ATTEST:

Clerk of Council