



Office of the City Manager
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Memo

To: Members of Dublin City Council
From: Dana L. McDaniel, City Manager
Date: November 12, 2015
Initiated By: Angel L. Mumma, Director of Finance
Re: Ordinance No. 86-15 - Establishing the Location and Amount of Cash on Hand for Change Funds

Summary

In order to accommodate more efficient and effective cash handling procedures in the Planning Department, staff proposes an increase in the amount of cash held in the Department's change fund. Currently, the change fund contains \$50. Normal daily cash collection activity from permit fees exhausts the available small-denomination currency for making change, requiring staff to make extra trips to the bank to make change.

From a customer service standpoint and to provide for more efficient use of staff time, staff proposes to increase the amount of change held at the Planning office to \$100. This level should provide sufficient change to accommodate change requirements for cash collection activities.

Also, in Ordinance 37-13, a cash drawer for the Streets and Utilities Division was authorized. It was determined that this cash drawer was not needed, so the drawer was eliminated and the money paid back into the City Finance Department. Staff recommends that the authorization for the cash drawer for Streets and Utilities be deleted from the legislation authorizing the establishment of cash drawer funds.

Recommendation

Staff recommends passage of Ordinance 86-15 by emergency at the second reading/public hearing on December 7, 2015 in order to have it effective immediately, ensuring that sufficient funds are available in the Planning Department as soon as possible.

RECORD OF ORDINANCES

Ordinance No. 86-15 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 37-13 previously established the authorized locations and amounts for change funds; and

WHEREAS, it is necessary to add an additional amount to the change fund in the Planning Department to meet their needs for processing fee transactions; and

WHEREAS, the change fund authorized for the Streets & Utilities Division can be eliminated.

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
Planning	Garage Sale Permits	100.00
Building Standards	Building fees	75.00
Police	General fees	100.00
	After hours collection for Court Services	75.00
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 the Finance Department 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 the Finance Department 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 ordinance necessary for the immediate preservation of the public peace, health, safety or welfare, and for the further reason that adequate change funds are needed for efficiency of daily operations in the various locations throughout the City. This ordinance shall therefore be effective upon passage.

Passed this _____ day of _____, 2015.

Mayor - Presiding Officer

ATTEST:

Clerk of Council