

ORDINANCE NO. 4763

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, RELATING TO ELLENSBURG CITY CODE CHAPTER 2.16 "FUNDS"; AMENDING "ARTICLE XIII. PETTY CASH REVOLVING FUND"; AND REPEALING THE FOLLOWING ARTICLES OF THE ELLENSBURG CITY CODE: "ARTICLE XXIII. KITTCOM OPERATION AND MAINTENANCE FUND"; "ARTICLE XXIV. KITTCOM EQUIPMENT REPLACEMENT FUND"; "ARTICLE XXV. CHIP LOAN REPAYMENT RESERVE FUND"; "ARTICLE XXVII. ELECTRIC UTILITY RURAL ECONOMIC DEVELOPMENT REVOLVING FUND"; "ARTICLE XXVIII. ELLENSBURG RACQUET AND RECREATION CENTER CHANGE FUND"; "ARTICLE XXIX. PARKS AND RECREATION ADMINISTRATIVE OFFICE CHANGE FUND" AND "ARTICLE XXXI. ADULT ACTIVITY CENTER CHANGE FUND."

WHEREAS, the governing body must authorize each petty cash account in the manner that local legislation is officially enacted; and

WHEREAS, the Finance Department recently audited all petty cash and change funds in 2016; and

WHEREAS, various petty cash fund needs have changed over the years;

NOW, THEREFORE, the City Council of the City of Ellensburg, Washington do hereby ordain as follows:

Section 1. Article XIII. Petty Cash Revolving Fund of the Ellensburg City Code, as last amended by Section 1 of Ordinance 4683, is hereby amended to read as follows:

Article XIII. Petty Cash Revolving and Change Funds

2.16.2200 Utility change ~~revolving~~ fund established.

There shall be established in trust to cashiers authorized to make change in the process of receiving payments for utility billings a sum not to exceed \$750.00. Each cashier entrusted with such cash shall have personal responsibility for accounting for it when required by the city finance director/treasurer or city manager and shall be liable to the city for any shortages occurring other than through theft of some third party which can be established by competent proof. Each cashier's change funds shall be used only for the purpose intended and shall not be taken out of City Hall. The city shall provide a safe place for the keeping of said funds at City Hall. Monies deposited to this fund shall be transferred from the city's general fund. [Ord. 4683 § 1, 2014; Ord. 4184, 1998; Ord. 3632 § 2, 1988.]

2.16.2240 City clerk's revolving fund established.

Repealed by Ord. 4593. [Ord. 3632 § 2, 1988.]

2.16.2280 Animal shelter change fund established.

There shall be established an animal shelter change fund in the amount of \$200.00 for the purpose of making change. [Ord. 4356, 2003; Ord. 4104, 1997; Ord. 3632 § 2, 1988.]

2.16.2320 ~~Community~~Adult Activity ~~Ceenter~~ revolving fund established.

There shall be established an Adult Activity ~~community~~ Ceenter revolving petty cash fund of \$50.00 for the purpose of making ~~change and the payment of~~ small ~~local~~ purchases or freight and postage charges due. All expenditures from the fund shall be supported by proper receipts with reimbursement authorized from the claims fund upon presentation of the receipts with vouchers to the city council. [Ord. 3756 § 1, 1991; Ord. 3632 § 2, 1988.]

2.16.2360 Library change and revolving fund established.

There shall be established a library revolving petty cash fund in the amount of \$300.00 for the purpose of making change, payment of miscellaneous small purchases or freight and postage charges due on library materials, supplies and equipment. All expenditures from the fund shall be supported by proper receipts with reimbursement authorized from the claims fund upon presentation of the receipts with vouchers to the city council. [Ord. 4439 § 1, 2006; Ord. 4411 § 1, 2005; Ord. 3761 § 1, 1991; Ord. 3661 § 1, 1989; Ord. 3632 § 2, 1988.]

~~2.16.2400 Police revolving fund established.~~

~~There shall be established a police revolving petty cash fund in the amount of \$150.00 for the purpose of making change and payment of small local purchases or freight and postage charges due. All expenditures from the fund shall be supported by proper receipts with reimbursement authorized from the claims fund upon presentation of the receipts with vouchers to the city council. [Ord. 4184, 1998; Ord. 3751 § 2, 1991; Ord. 3632 § 2, 1988.]~~

2.16.2410 Police change fund established.

There shall be established a police change fund in the amount of \$300.00 for the purpose of making change. [Ord. 4337, 2002.]

2.16.2440 Stan Bassett Youth Center Recreation change and revolving fund established.

There shall be established a Stan Bassett Youth Center ~~recreation~~ revolving petty cash fund in the amount of ~~\$50.00~~ \$100.00 for the purpose of making change and \$50.00 for the payment of small purchases or freight and postage charges due. All expenditures from the fund shall be supported by proper receipts

with reimbursement authorized from the claims fund upon presentation of the receipts with vouchers to the city council. [Ord. 4184, 1998; Ord. 3632 § 2, 1988.]

2.16.2480 Swimming pool change and revolving fund established.

There shall be established a swimming pool revolving petty cash fund in the amount of \$500.00 for the purpose of making change and \$50.00 for the payment of small local purchases or freight and postage charges due. All expenditures from the fund shall be supported by proper receipts with reimbursement authorized from the claims fund upon presentation of the receipts with vouchers to the city council. [Ord. 4322, 2002; Ord. 3796 § 1, 1992; Ord. 3632 § 2, 1988.]

2.16.2520 Fire revolving fund established.

Repealed by Ord. 4566. [Ord. 4184, 1998; Ord. 3784 § 1, 1992; Ord. 3751 § 1, 1991.]

~~2.16.2550 City Hall Annex revolving fund established.~~

~~There shall be established a City Hall Annex revolving petty cash fund in the amount of \$450.00 for the purpose of making change and for the payment of small purchases or freight and postage charges due. All expenditures from the fund shall be supported by proper receipts with reimbursement authorized from the claims fund upon presentation of the receipts with vouchers to the city council. [Ord. 4184, 1998; Ord. 3948 § 1, 1994.]~~

2.16.2570 Finance department revolving fund established.

There shall be established a Finance Department revolving petty cash fund in the amount of \$300.00 for the payment of small purchases or freight and postage charges due. All expenditures from the fund shall be supported by proper receipts with reimbursement authorized from the claims fund upon presentation of the receipts with vouchers to the city council.

2.16.2590 Community development change fund established.

There shall be established a community development change fund in the amount of \$150.00 for the purpose of making change.

2.16.2600 Public works revolving fund established.

There shall be established a Public Works Department revolving petty cash fund in the amount of \$75.00 for the payment of small purchases or freight and postage charges due. All expenditures from the fund shall be supported by proper receipts with reimbursement authorized from the claims fund upon presentation of the receipts with vouchers to the city council.

2.16.44602610 Ellensburg Racquet and Recreation Center Change Fund Established.

There shall be established an Ellensburg Racquet and Recreation Center change fund in the amount of \$100.00 for the purpose of making change. [Ord. 4228, 1999]

Section 2. Article XXIII. KITTCOM Operation and Maintenance Fund of the Ellensburg City Code, and Section 1 of Ordinance 3733 is hereby repealed in its entirety.

Section 3. Article XXIV. KITTCOM Equipment Replacement Fund of the Ellensburg City Code, and Section 2 of Ordinance 3733, is hereby repealed in its entirety.

Section 4. Article XXV. CHIP Loan Repayment Reserve Fund of the Ellensburg City Code, and Section 1 of Ordinance 3737 is hereby repealed in its entirety.

Section 5. Article XXVII. Electric Utility Rural Economic Development Revolving Fund of the Ellensburg City Code and Ordinance 4220 is hereby repealed in its entirety.

Section 6. Article XXVIII. Ellensburg Racquet and Recreation Center Change Fund of the Ellensburg City Code and Section 2.16.4480, as last amended by Ordinance 4322, is hereby repealed; Section 2.16.4460 is renamed “Ellensburg Racquet and Recreation Center Change Fund” and renumbered as Section 2.16.2610.

Section 7. Article XXIX. Parks and Recreation Administrative Office Change Fund of the Ellensburg City Code, as last amended by Ordinance 4351, is hereby repealed in its entirety.


Section 8. Article XXXI. Adult Activity Center Change Fund of the Ellensburg City Code and Ordinance 4402 is hereby repealed in its entirety.

Section 9. Severability. If any portion of this ordinance is declared invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect the validity of the remaining portion(s) of this ordinance.

Section 10. Corrections. Upon the approval of the City Attorney, the City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener’s/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

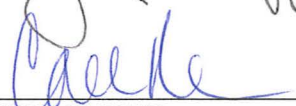
Section 11. Effective Date. This ordinance shall take effect and be in force five (5) days after its passage, approval and publication.

The foregoing ordinance was passed and adopted at a regular meeting of the City Council on the 21st day of February, 2017.




MAYOR

ATTEST:



CITY CLERK

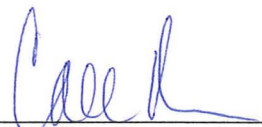
Approved as to form:



CITY ATTORNEY

Publish: 2-24-17

I, Coreen M. Reno, City Clerk of said City, do hereby certify that Ordinance No. 4763 is a true and correct copy of said Ordinance of like number as the same was passed by said Council, and that Ordinance No. 4763 was published as required by law.



COREEN M. RENO