



## Legislation Text

---

**File #: 0408-2011, Version: 1**

---

### 1. BACKGROUND

This legislation authorizes an increase in the amount of the imprest petty cash operating fund for a cash drawer within the Permit Section of the Division of Planning & Operations to accommodate the sale of prepaid cash cards for the new IPS parking meters and be able to make change for the customer. This ordinance would allow for an additional \$500.00 to the petty cash within the Street Construction Maintenance and Repair Fund (fund 265) for an amount not to exceed \$2,000.00, in the Department of Public Service, Division of Planning and Operations. The existing petty cash fund for the existing cash drawers is insufficient to insure the availability of change for cash transactions. In addition, the legislation increases the number of cash drawers from three (3) to four (4).

### 2. FISCAL IMPACT

The 2011 Budget for the Planning and Operations Division can accommodate the increase in the petty cash fund.

### 3. EMERGENCY DESIGNATION

Emergency action is requested for this ordinance in order to make this petty cash available and provide change for customers purchasing prepaid cards for parking meters.

To provide for an increase, in the amount of \$500.00, in the imprest petty cash operating fund and to increase the number of cash drawers from three (3) to four (4) in the Department of Public Service, Division of Planning and Operations; to authorize the expenditure of \$500.00 from the Street Construction Maintenance and Repair Fund; and to declare an emergency. (\$500.00)

**WHEREAS**, the existing cash drawer fund in the Department of Public Service, Division of Planning and Operations, is insufficient to handle cash customers served by the Permits Section; and

**WHEREAS**, the number of cash drawers is also insufficient to handle the number of staff processing customer transactions there; and

**WHEREAS**, this legislation authorizes an increase in the amount of the imprest petty cash operating fund for cash drawers to \$500.00 per drawer for an amount not to exceed \$2,000.00, in the Department of Public Service, Division of Planning and Operations; and

**WHEREAS**, the legislation increases the number of cash drawers from three (3) to four (4); and

**WHEREAS**, an emergency exists in the usual daily operation of the Department of Public Service, Division of Planning and Operations in that it is immediately necessary to authorize an increase in the amount of the imprest petty cash available to provide a sufficient source of change in the sale of prepaid cards for parking meters and maintain daily operations thereby preserving the public health, peace, property, safety and welfare; now, therefore

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBUS:

**SECTION 1.** That the imprest petty cash fund for cash drawers as presently provided to the Department of Development, Building Services Division be increased by \$500.00 to a total not to exceed \$2,000.00

**SECTION 2.** That the City Auditor shall upon receipt of a voucher approved by the Director of the Department of Public Service provide an additional sum not to exceed \$500.00 from the Street Construction Maintenance and Repair Fund, Fund 265, Division of Planning and Operations, Division No. 59-11, Object Level Three 5520, OCA Code 591101 for use in the daily operation of the cash drawer functions of the Division of Planning and Operations.

**SECTION 3.** That the imprest petty cash fund for cash drawers hereby be increased by \$500.00 and shall be operated by the Administrator of the Division of Planning and Operations or by an employee designated by him who shall keep an accurate accounting of such monies.

**SECTION 4.** That the number of concurrently operable cash drawers within the Division of Planning and Operations be increased from three (3) to four (4).

**SECTION 5.** That for the reasons stated in the preamble hereto, which is hereby made a part hereof, this ordinance is hereby declared to be an emergency measure and shall take effect and be in force from and after its passage and approval by the Mayor or ten days after passage if the Mayor neither approves nor vetoes the same.