



## Legislation Text

**File #: 1566-2018, Version: 1**

### 1. BACKGROUND

This legislation authorizes an increase in the amount of the imprest petty cash operating fund for cash drawers within the Department of Public Safety, Division of Support Services to accommodate additional cash drawers needed at the license counter. This ordinance would allow for an additional \$400.00 to the imprest petty cash within the General Fund for an amount not to exceed \$500.00, in the Department of Public Safety, Division of Support Services. The existing imprest petty cash fund for the existing cash drawers is insufficient for existing cashiers within the Division. In addition, the legislation increases the number of cash drawers from one (1) to five (5).

### 2. FISCAL IMPACT

The 2018 Budget for the Division of Support Services can accommodate the increase in the petty cash fund.

To provide for an increase, in the amount of \$400.00, in the imprest petty cash operating fund of the Department of Public Safety, Division of Support Services; to increase the number of cash drawers from one (1) to five (5); to authorize the expenditure of \$400.00 from the General Fund; and to declare an emergency. (\$400.00)

**WHEREAS**, the existing cash drawer fund in the Department of Public Safety, Division of Support Services is insufficient to handle cash customers served by the Division; 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 \$100.00 per drawer for an amount not to exceed \$500.00, in the Department of Public Safety, Division of Support Services; and

**WHEREAS**, the legislation increases the number of cash drawers from one (1) to five (5); and

**WHEREAS**, an emergency exists in the usual daily operations of the Division of Support Services, Department of Public Safety in that it is immediately necessary to authorize an increase in the amount of the imprest petty cash available in order to provide a sufficient source of change in the sale of licenses and permits 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 Public Safety, Division of Support Services be increased by \$400.00 to a total not to exceed \$500.00, which shall be operated by the Director of Public Safety or an employee designated by the Director who shall keep an accurate accounting of such monies.

**SECTION 2.** That the City Auditor shall, upon receipt of a voucher approved by the Director of the Department of Public Safety, provide an additional sum not to exceed \$400.00 from the General Fund per the attached account strings, for use in the daily operation of the cash drawer functions of the Division of Support Services.

**SECTION 3.** That the number of concurrently operable cash drawers within the Division of Support Services be increased from one (1) to five (5).

**SECTION 4.** 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 10 days after passage if the Mayor neither approves nor vetoes the same.