



City Council Study Session

January 9, 2017 - 5:30 PM

Auburn City Hall

AGENDA

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I. CALL TO ORDER

A. Roll Call

II. ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

III. AGENDA ITEMS FOR COUNCIL DISCUSSION

A. Council Discussion on Retreat Goals – Affordable Housing and Family Wage Jobs (30 Minutes)

Presentation by Stephen Norman, King County Housing Authority

B. Ordinance No. 6634 (10 Minutes)* (Hinman)

An Ordinance of the City Council of the City of Auburn, Washington, amending Sections 2.76.020, 2.76.040, 2.77.010, 2.77.020, 2.77.040 and 2.77.050 of the Auburn City Code relating to the City's tourism promotional efforts

C. Ordinance No. 6635 (10 Minutes)* (Coleman)

An Ordinance of the City Council of the City of Auburn, Washington, amending Sections 3.04.600 and 3.04.610 of the Auburn City Code relating to funds

D. Hybrid Study Session Format (30 Minutes)

E. Council Travel Budget (30 Minutes)

F. Annual Selection of Deputy Mayor (30 Minutes)

IV. ADJOURNMENT

Agendas and minutes are available to the public at the City Clerk's Office, on the City website (<http://www.auburnwa.gov>), and via e-mail. Complete agenda packets are available for review at the City Clerk's Office.

**Denotes attachments included in the agenda packet.*



AGENDA BILL APPROVAL FORM

Agenda Subject:

Ordinance No. 6634 (10 Minutes)

Date:

January 4, 2017

Department:

Administration

Attachments:

[Ord 6634](#)

[Ordinance 5920](#)

[ACC 2.77](#)

Budget Impact:

\$0

Administrative Recommendation:

City Council adopt Ordinance No. 6634.

Background Summary:

Ordinance No. 6634 looks to eliminate overlapping functions, clarify roles and responsibilities, and condense the number of meetings necessary to carry out the functions of the Lodging Tax Advisory Committee and the Tourism Board in relation to the collection of lodging tax revenues and tourism related activities. Both have additional spots for members in an effort to increase the likelihood of quorums; therefore, allowing the board to be more efficient and timely when it comes to decision-making. Furthermore, the Tourism Board has removed the requirement for an elected official, however, the Lodging Tax Advisory Committee will retain an elected official as one of its required members.

Reviewed by Council Committees:**Councilmember:****Staff:**

Hinman

Meeting Date: January 9, 2017

Item Number: DI.B

ORDINANCE NO. 6 6 3 4

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, AMENDING SECTIONS 2.76.020, 2.76.040, 2.77.010, 2.77.020, 2.77.040 AND 2.77.050 OF THE CITY CODE, RELATING TO THE CITY'S TOURISM PROMOTIONAL EFFORTS

WHEREAS, the City of Auburn (the "City") has a lodging tax advisory committee, pursuant to Revised Code of Washington (RCW) 67.28.1817, which advises the Auburn City Council on lodging tax matters; and

WHEREAS, pursuant to RCW 67.28.1816, lodging tax revenues can only be spent on tourism marketing, marketing and operation of special events and festivals designed to attract tourists, supporting the operations and capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district, or supporting the operations of tourism-related facilities owned or operated by nonprofit organizations; and

WHEREAS, the City also has a tourism board, created by City Council Ordinance No. 6041, which is charged with addressing issues related to tourism; and

WHEREAS, the overlapping functions of the lodging tax advisory committee and the tourism board necessitate close cooperation between the two bodies; and WHEREAS, close cooperation between the lodging tax advisory committee and the tourism board can produce effective City tourism promotional efforts that benefit the citizens, residents, and businesses of Auburn.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, DO ORDAIN as follows:

Section 1. Amendment to City Code.

Section 2.76.020 of the City of

Auburn City Code is amended to read as follows

Ordinance No. 6634
December 8, 2016
Page 1 of 5

2.76.020 Membership.

The Auburn lodging tax advisory committee shall consist of ~~at least five~~seven members as follows:

A. ~~Two~~Three members appointed by the city council who are representatives of businesses required to collect tax under Chapter 67.28 RCW, including two regular members and one alternate member who is authorized to vote on any matter before the Auburn lodging tax advisory committee when serving in lieu of a regular member.

B. ~~Two~~Three members appointed by the city council who are persons involved in activities authorized to be funded by revenue received under Chapter 67.28 RCW, including two regular members and one alternate member who is authorized to vote on any matter before the Auburn lodging tax advisory committee when serving in lieu of a regular member.

C. Persons who are eligible for appointment under subsection A of this section are not eligible for appointment under subsection B of this section and persons who are eligible for appointment under subsection B of this section are not eligible for appointment under subsection A of this section.

D. One elected official shall serve as chair of the Auburn lodging tax advisory committee.

E. ~~The city council shall review the membership of the committee annually and make changes as appropriate. Persons who are members of the Auburn tourism board are not eligible for appointment to the Auburn lodging tax advisory committee.~~

F. Subject to the provisions of chapter 2.30 of the city code and at the pleasure of the city council, members of the Lodging Tax Advisory Committee shall serve for a term of three years or until appointment of a successor member, whichever is later. It is provided, however, that, one member shall be initially appointed for a three- year term; one member shall be initially appointed for a two-year term; and one member shall be initially appointed for a one-year term. In case of any vacancies on the commission, vacancies shall be filled consistent with the procedures set forth in section 2.30.030 for the unexpired terms for which such vacancies are filled. (Ord. 6040 § 1, 2006; Ord. 5920 § 1, 2005; Ord. 5554 § 1, 2001.)

Section 2. Amendment to City Code.

Section 2.76.040 of the City of

Auburn City Code is amended to read as follows:

2.76.040 Responsibilities.

A. The Auburn lodging tax advisory committee shall meet as often as may be required to meet the statutory duties described in RCW 67.28.1817, and shall make reports and recommendations to the mayor and city council ~~as follows:~~

AB. The lodging tax advisory committee shall make recommendations regarding the lodging tax to city council, preside over the budget for tourism related activities based on the lodging tax collected, and provide the final approval for the implementation of a business plan. The committee shall adopt rules for the transaction of business and keep a record of its resolutions, transactions, findings and determinations which shall be a public record open to public inspection.

C. The committee shall, by resolution, fix the time and place within the city for regular meetings, hold at least two regular meetings each year when there is new official business to transact, and hold additional meetings as the chairperson or a majority of the committee deem necessary.

D. The committee shall consider proposals for imposition of a city lodging tax under Chapter 67.28 RCW, establish a proposed budget for the expenditure of lodging tax revenues, and interview and designate lodging tax grant recipients.

B.E. If such a tax is adopted, the committee shall review any increases in the rate of tax imposed, repeal of any exemption from a tax imposed or a change in the use of revenue received under Chapter 67.28 RCW. The committee shall consider any such proposal, provide for public input, and submit comments in a timely manner to the mayor and city council. The comments shall include an analysis of the extent to which the proposal will accommodate activities for tourists or increase tourism, and the extent to which the proposal will affect the long-term stability of the fund created under RCW 67.28.1815.

GE. The Auburn lodging tax advisory committee shall also make such other recommendations to the city council on tourism promotion and tourism-related issues as are consistent with the functions of the committee as provided herein. (Ord. 6040 § 1, 2006; Ord. 5920 § 1, 2005; Ord. 5554 § 1, 2001.)

Section 3. Amendment to City Code.

Section 2.77.010 of the City of

Auburn City Code is amended to read as follows:

2.77.010 Creation.

There is hereby created the Auburn tourism board. The board shall serve in an advisory capacity to the mayor and city council, asand to the tourism board, to be distinguished fromlodging tax advisory committee for the city's lodging tax advisory committee, established by city ordinance codified under Chapter 2.76 ACC, and pursuant to RCW 67.28.1817. purpose of planning and promoting tourism related activities. (Ord. 6041 § 1, 2006.)

Section 4. Amendment to City Code.

Section 2.77.020 of the City of

Auburn City Code is amended to read as follows:

2.77.020 Membership.

A. The Auburn tourism board shall consist of at least five~~not more than ten~~ members appointed by the mayor and confirmed by the city council, who shall serve at the pleasure of the city council. The members shall be residents of the city. ~~In addition thereto, one elected official shall serve, ex officio, as chair of the Auburn tourism board.~~ or have a current licensed business in the city of Auburn.

B. Members of the Auburn tourism board are prohibited from being members of the Auburn lodging tax advisory committee. (Ord. 6041 § 1, 2006.)

Section 5. Amendment to City Code.

Section 2.77.040 of the City of

Auburn City Code is amended to read as follows:

2.77.040 Terms and vacancies.

Subject to the provisions of ACC chapter 2.43.0202.30 of the city code and at the pleasure of the city council, members of the Auburn tourism board shall serve for a term of three years or until appointment of a successor member, whichever is later, ~~unless otherwise replaced.~~ It is provided, however, that, ~~other than the elected official serving, ex officio, as chair of the Auburn tourism board, for the initial appointment of members~~ one member shall be initially appointed for a three-year term, ~~or until appointment of a successor member, whichever is later, unless otherwise replaced;~~ one member shall be initially appointed for a two-year term, ~~or until appointment of a successor member, whichever is later, unless otherwise replaced;~~ and one member shall be initially appointed for a one-year term, ~~or until appointment of a successor member, whichever is later, unless otherwise replaced.~~ In case of any vacancies on the commission, vacancies shall be filled consistent with the procedures set forth in ACC section 2.43.0202.30.030 of the city code for the unexpired terms for which such vacancies are filled. (Ord. 6041 § 1, 2006.)

Section 6. Amendment to City Code.

Section 2.77.050 of the City of

Auburn City Code is amended to read as follows:

2.77.050 Officers – Meetings.

A. ~~At its first meeting of each year, the The~~ tourism board ~~members shall adopt rules for the transaction of business and keep a record of its resolutions, transactions, findings and determinations, which shall be a public record open to public inspection~~

B. ~~The tourism board~~ shall elect a ~~vice~~ chairperson from among ~~the regular its~~ members, ~~for a term of the board one year, and those other officers as it determines necessary.~~

C. ~~The board shall meet as needed to perform the duties of the~~ tourism board ~~and shall, by resolution, fix the time and place within the City for regular meetings, hold at least one regular meeting each month when there is new official business to fulfill the role of being an advisory body to the city council.~~

B. ~~It shall be the duty of the chairperson (the elected official serving ex officio) to preside over all meetings of the board. The vice chairperson shall preside at all meetings where the chairperson is absent. Minutes shall be kept and meeting agendas prepared in coordination between members of the board and staff members. A majority of the members of the board shall constitute a quorum for the transaction of business, and a majority vote of those present shall be necessary to carry any recommended action. transact, and hold additional meetings as the chairperson or a majority of the tourism board deem necessary.~~ (Ord. 6041 § 1, 2006.)

Section 7. Implementation.

The Mayor is hereby authorized to implement

such administrative procedures as may be necessary to carry out the directions of this legislation.

Section 8. Severability. The provisions of this ordinance are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section or portion of this ordinance, or the invalidity of the application thereof to any person or circumstance shall not affect the validity of the remainder of this ordinance, or the validity of its application to other persons or circumstances.

Section 9. Effective date. This Ordinance shall take effect and be in force five days from and after its passage, approval and publication as provided by law.

INTRODUCED: _____

PASSED: _____

APPROVED: _____

CITY OF AUBURN

ATTEST:

NANCY BACKUS, MAYOR

Danielle E. Daskam, City Clerk

APPROVED AS TO FORM:

Daniel B. Heid, City Attorney

Published: _____

Ordinance No. 6634
December 8, 2016
Page 5 of 5

ORDINANCE NO. 5920

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, AMENDING CHAPTER 2.76 OF THE AUBURN MUNICIPAL CODE RELATING TO THE AUBURN TOURISM BOARD

WHEREAS, pursuant to the provisions of RCW 67.28.1817 cities collecting lodging taxes are to establish lodging tax advisory committees to operate pursuant to statute in order to determine appropriate procedures and methodology for the tax collection and expenditure under the statute; and

WHEREAS, as tourism is also a necessary adjunct of that lodging tax, and the purposes for which the lodging tax advisory committee would be operating translate very closely to tourism considerations, it would be reasonable and advantageous for the City to expand the purposes of the committee to include tourism related issues; and

WHEREAS, in addition to the slight change in these duties, it would make sense to re-label the committee to the Auburn Tourism Board.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, DO ORDAIN as follows:

Section 1. Amendment to City Code. That Chapter 2.76 of the Auburn City Code is amended to read as follows:

Chapter 2.76
~~LODGING TAX ADVISORY COMMITTEE~~AUBURN TOURISM BOARD

Sections:

2.76.010	Creation.
2.76.020	Membership.

Ordinance No. 5920
May 23, 2005
Page 1

- 2.76.030 Terms.
- 2.76.040 Responsibilities.

2.76.010 Creation.

There is hereby created the ~~lodging tax advisory committee~~ Auburn Tourism Board. The ~~committee board~~ shall serve in an advisory capacity to the mayor and city council, as the lodging tax advisory committee pursuant to RCW 67.28.1817. (Ord. 5554 § 1, 2001.)

2.76.020 Membership.

The ~~lodging tax advisory committee~~ Auburn Tourism Board shall consist of at least five members as follows:

A. Two members appointed by the city council who are representatives of businesses required to collect tax under Chapter 67.28 RCW.

B. Two members appointed by the city council who are persons involved in activities authorized to be funded by revenue received under Chapter 67.28 RCW.

C. Persons who are eligible for appointment under subsection A of this section are not eligible for appointment under subsection B of this section and persons who are eligible for appointment under subsection B of this section are not eligible for appointment under subsection A of this section.

D. One elected official shall serve as chair of the ~~lodging tax advisory committee~~ Auburn Tourism Board.

E. The city council shall review the membership of the ~~advisory committee board~~ annually and make changes as appropriate. (Ord. 5554 § 1, 2001.)

2.76.030 Terms.

All members appointed pursuant to ACC 2.76.020 shall serve three-year terms. The initial appointment shall be staggered with two appointments serving a one-year term, two appointments serving a two-year term, and two appointments serving a three-year term. Organizations representing businesses required to collect tax under Chapter 67.28 RCW and organizations involved in activities authorized to be funded by revenue received under said tax as well as local agencies involved in tourism and promotion may submit recommendations for membership on the ~~committee board~~.

Members of the ~~committee board~~ shall be subject to removal in accordance with the provisions of Chapter 2.30 ACC as it currently exists or as it may be amended hereafter. (Ord. 5803 § 11, 2003; Ord. 5554 § 1, 2001.)

2.76.040 Responsibilities.

The ~~lodging tax advisory committee~~ Auburn Tourism Board shall make reports and recommendations to the mayor and city council as follows:

A. The ~~committee board~~ shall consider proposals for imposition of a city lodging tax under Chapter 67.28 RCW.

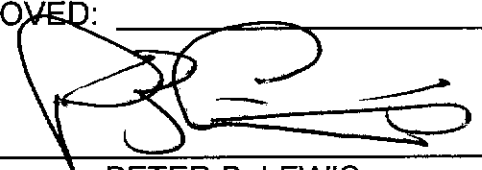
B. If such a tax is adopted, the ~~committee-board~~ shall review any increases in the rate of tax imposed, repeal of any exemption from a tax imposed or a change in the use of revenue received under Chapter 67.28 RCW. The ~~committee-board~~ shall consider any such proposal, provide for public input, and submit comments in a timely manner to the mayor and city council. The comments shall include an analysis of the extent to which the proposal will accommodate activities for tourists or increase tourism, and the extent to which the proposal will affect the long-term stability of the fund created under RCW 67.28.1815.

C. The Auburn Tourism Board shall also make such other recommendations to the City Council on tourism promotion and tourism related issues as are consistent with the functions of the board as provided herein. (Ord. 5554 § 1, 2001.)

Section 2. Implementation. The Mayor is hereby authorized to implement such administrative procedures as may be necessary to carry out the directions of this legislation.

Section 3. Severability. The provisions of this ordinance are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section or portion of this ordinance, or the invalidity of the application thereof to any person or circumstance shall not affect the validity of the remainder of this ordinance, or the validity of its application to other persons or circumstances.

Section 4. Effective date. This Ordinance shall take effect and be in force five days from and after its passage, approval and publication as provided by law.

INTRODUCED: JUL 5 2005
PASSED: JUL 5 2005
APPROVED: JUL 5 2005


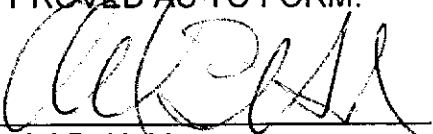
PETER B. LEWIS
MAYOR

ATTEST:



Danielle E. Daskam,
City Clerk

APPROVED AS TO FORM:



Daniel B. Heid,
City Attorney

Published: July 9, 2005

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Chapter 2.77 AUBURN TOURISM BOARD

Sections:

- 2.77.010 Creation.
- 2.77.020 Membership.
- 2.77.030 Appointment.
- 2.77.040 Terms and vacancies.
- 2.77.050 Officers – Meetings.
- 2.77.060 Role of the advisory board.
- 2.77.070 Compensation.
- 2.77.080 Annual reports of progress.
- 2.77.090 Severability.

2.77.010 Creation.

There is hereby created the Auburn tourism board. The board shall serve in an advisory capacity to the mayor and city council, as the tourism board, to be distinguished from the city's lodging tax advisory committee, established by city ordinance codified under Chapter 2.76 ACC, and pursuant to RCW 67.28.1817. (Ord. 6041 § 1, 2006.)

2.77.020 Membership.

The Auburn tourism board shall consist of at least five members appointed by the mayor and confirmed by the city council, who shall serve at the pleasure of the city council. The members shall be residents of the city. In addition thereto, one elected official shall serve, ex officio, as chair of the Auburn tourism board. (Ord. 6041 § 1, 2006.)

2.77.030 Appointment.

The members of the tourism board shall be appointed from among members of the public who are representatives of businesses, entities or agencies related to the tourism industry or businesses, entities or agencies that would provide goods and/or services to tourists or tourist-related businesses. (Ord. 6041 § 1, 2006.)

2.77.040 Terms and vacancies.

Subject to the provisions of ACC 2.43.020 and the pleasure of the city council, members of the board shall serve for a term of three years or until appointment of a successor member, whichever is later, unless otherwise replaced. It is provided, however, that, other than the elected official serving, ex officio, as chair of the Auburn tourism board, for the initial appointment of members one member shall be initially appointed for a three-year term, or until appointment of a successor member, whichever is later, unless otherwise replaced; one member shall be initially appointed for a two-year term, or until appointment of a successor member, whichever is later, unless otherwise replaced; and one member shall be initially appointed for a one-year term, or until appointment of a successor member, whichever is later, unless otherwise replaced. In case of any vacancies on the commission, vacancies

shall be filled consistent with the procedures set forth in ACC 2.43.020 for the unexpired terms for which such vacancies are filled. (Ord. 6041 § 1, 2006.)

2.77.050 Officers – Meetings.

A. At its first meeting of each year, the tourism board members shall elect a vice chairperson from among the regular members of the board. The board shall meet as needed to perform the duties of the tourism board and to fulfill the role of being an advisory body to the city council.

B. It shall be the duty of the chairperson (the elected official serving ex officio) to preside over all meetings of the board. The vice chairperson shall preside at all meetings where the chairperson is absent. Minutes shall be kept and meeting agendas prepared in coordination between members of the board and staff members. A majority of the members of the board shall constitute a quorum for the transaction of business, and a majority vote of those present shall be necessary to carry any recommended action. (Ord. 6041 § 1, 2006.)

2.77.060 Role of the advisory board.

The tourism board is created to assist the city council formulate strategies for tourism-related activities, projects and programs geared to promote the city of Auburn as a tourist destination, and enhance the ability of local businesses to serve the needs of tourists and the tourist industry in Auburn.

The Auburn tourism board shall also make such other recommendations to the city council on tourism promotion and tourism-related issues as are consistent with the functions of the board as provided herein. (Ord. 6041 § 1, 2006.)

2.77.070 Compensation.

The regular members of the tourism board shall serve without compensation related to the duties thereof. This does not preclude the elected official serving, ex officio, as chairperson from receiving any compensation due the person by reason of his/her capacity as a member of the city council. (Ord. 6041 § 1, 2006.)

2.77.080 Annual reports of progress.

The tourism board shall annually provide to the city council a report on progress made in carrying out the board's responsibilities. Additional reports may be submitted when deemed appropriate by the board or when requested by the city council. (Ord. 6041 § 1, 2006.)

2.77.090 Severability.

If any portion of this chapter, or its application to any persons or circumstances, is held invalid, the validity of the chapter as a whole, or any other portion thereof, and its application to other persons or circumstances, shall not be affected. (Ord. 6041 § 1, 2006.)



AGENDA BILL APPROVAL FORM

Agenda Subject:

Ordinance No. 6635 (10 Minutes)

Date:

December 21, 2016

Department:

Finance

Attachments:

[Ordinance No. 6635](#)

Budget Impact:

\$0

Administrative Recommendation:

City Council to approve Ordinance No. 6635.

Background Summary:

The Senior Center Savers Pantry is open two days per month and offers seniors the opportunity to shop for low-cost foods. Cost savings are passed through by way of bulk food purchases and re-packaging into individual sizes. While many items are purchased through restaurant supply vendors, value can also be achieved through the purchase of supplies at traditional retail outlets, particularly in the case of sale items. Establishing a petty cash fund for the Pantry in the recommended amount of \$1,500.00 will permit the Senior Center's volunteer shopper to take advantage of these additional cost savings. The Senior Center Supervisor will be the assigned custodian of the petty cash fund and will be responsible for disbursements, obtaining original receipt documentation, and reimbursement of the fund to its authorized level.

Additionally, Ordinance No. 6635 removes reference to the Municipal Court and Detention Facility change funds presently cited in Auburn City Code Section 3.04.600, and the Municipal Court petty cash fund presently cited in Auburn City Code Section 3.04.610. The aforementioned funds were administratively closed with the transition to the King County Court System and SCORE.

Reviewed by Council Committees:**Councilmember:****Staff:**

Coleman

Meeting Date: January 9, 2017

Item Number: DI.C

ORDINANCE NO. 6 6 3 5

**AN ORDINANCE OF THE CITY COUNCIL OF THE
CITY OF AUBURN, WASHINGTON, AMENDING
SECTIONS 3.04.600 AND 3.04.610 OF THE
AUBURN CITY CODE RELATING TO FUNDS**

WHEREAS, the City of Auburn is responsible for maintaining its fund, line items and budget elements in conformity with state law; and

WHEREAS, in order to properly account for funds, particularly those that involve making change in payments for city services or for making small purchases in support of city functions, the City has developed certain identified change, petty cash and investigation funds; and

WHEREAS, in order to better accommodate the needs of the City to provide these services to its citizenry, and to update the change, petty cash and investigation funds' needs, it is appropriate to amend the City Code accordingly.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, DO ORDAIN as follows:

Section 1. Amendment to City Code. Section 3.04.600 of the Auburn City Code is amended to read as follows:

3.04.600 Change Funds Created.

The finance director is herewith authorized to establish the following change funds throughout the city. Change funds will be used for the purpose of making change from cash for patrons of the city.

Department	Location	Amount
Finance	25 W. Main St.	\$1,200.00
Parks – Recreation	910 9th St.	\$700.00
Parks – Senior center	808 9th St.	\$100.00
Municipal court	340 E. Main St.	\$200.00

Department	Location	Amount
Cemetery	2020 Mtn. View Rd.	\$100.00
Building	25 W. Main St.	\$200.00
Detention facility	25 W. Main St.	\$200.00
City clerk	25 W. Main St.	\$200.00
Police	340 E. Main St.	\$200.00
Golf course pro shop	29630 Green River Rd. NE	\$800.00
Total		\$3,900.00 <u>\$3,500.00</u>

(Ord. 6294 § 1, 2010; Ord. 6250 § 1, 2009; Ord. 6079 § 1, 2007; Ord. 5907 § 1, 2005; Ord. 5895 § 1, 2005; Ord. 5804 § 1, 2003; Ord. 5742 § 1, 2003.)

Section 2. Amendment to City Code. Section 3.04.610 of the Auburn City Code is amended to read as follows:

3.04.610 Petty Cash and Investigation Funds Created.

The finance director is herewith authorized to establish the following petty cash and special investigation funds throughout the city. Petty cash funds will be used to purchase incidental supplies and other necessary incidental expenses. Special investigation funds will be used for law enforcement and investigation in the police department. The city finance director shall reimburse the funds from time to time for expenses outstanding to make the cash balance equivalent to the authorized amount.

Department	Location	Amount
Finance petty cash	25 W. Main St.	\$700.00
City clerk petty cash	25 W. Main St.	\$100.00
Parks – Recreation petty cash	910 9th St.	\$500.00
Parks – Senior center petty cash	808 9th St.	\$500.00
<u>Parks – Senior center pantry petty cash</u>	<u>808 9th St.</u>	<u>\$1,500.00</u>
Municipal court petty cash	340 E. Main St.	\$100.00
Police petty cash	340 E. Main St.	\$400.00
Police special investigation	340 E. Main St.	\$1,000.00

Department	Location	Amount
Police special investigation	340 E. Main St.	\$10,000.00
Golf course petty cash	29630 Green River Rd. NE	\$200.00
Cemetery	2020 Mtn. View Rd.	\$100.00
M & O	1305 C St. SW	\$300.00
		\$13,900.00 <u>\$15,300.00</u>

(Ord. 6255 § 1, 2009; Ord. 6250 § 2, 2009; Ord. 6079 § 2, 2007; Ord. 5895 § 2, 2005; Ord. 5742 § 2, 2003.)

Section 3. Implementation. The Mayor is hereby authorized to implement such administrative procedures as may be necessary to carry out the directions of this legislation.

Section 4. Severability. The provisions of this ordinance are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section or portion of this ordinance, or the invalidity of the application thereof to any person or circumstance shall not affect the validity of the remainder of this ordinance, or the validity of its application to other persons or circumstances.

Section 5. Effective date. This Ordinance shall take effect and be in force five days from and after its passage, approval and publication as provided by law.

INTRODUCED: _____
 PASSED: _____
 APPROVED: _____

ATTEST: _____
 NANCY BACKUS, MAYOR

 Danielle E. Daskam, City Clerk

APPROVED AS TO FORM:

Daniel B. Heid, City Attorney

Published: _____