



PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: October 13, 2025

Agenda Item: Resolution 2025-69 Authorizing the Consolidation of Cash Drawers | Increase to the Petty Cash Fund

Subject | Summary: Separate cash drawers have been utilized for processing cash transactions for utility billing, administrative licenses and fees. Streamline processing by consolidating these drawers into one. The current petty cash fund is \$150.00. Recommend and increase to the petty cash fund from \$150.00 to \$400.00 to sufficiently cover all cash activity.

Agenda Category: New Business

Submitted By: Michele Peterson

Recommended Motion: Consider for recommendation to City Council for approval.

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[Resolution 2025-69 Petty Cash.pdf](#)