

**Business of the City Council
 City of Ruston, WA**

Subject: Resolution #633 – Limiting Payment by Coinage or Excessive bill to the City

Proposed Council Action:

Adopt Resolution #633 prohibiting payments To the City with more than 10 coins.

Dept. Origin: City Clerk

**Prepared by: Jennifer Robertson
 City Attorney’s Office**

For Agenda of: June 7, 2016

Exhibits: Resolution #633

Initial & Date

Concurred by Mayor: _____

Approved/form by City Atty: JSR/6-1-16

Approved by Planning Director: _____

Approved by City Engineer: _____

INFORMATION / BACKGROUND

The City Clerk and/or the Utilities Clerk often has occasion to accept in person payments at City Hall. On occasion, a customer will attempt to pay with excessive coinage, rolled or loose. The Clerk has refused to accept coinage as payment due to the administrative burden created by the need to count loose or rolled coin and then the time to have such coins re-counted at the bank upon deposit. The City does not own a coin counting machine or a bill counting machine.

Recently, this discretion has been challenged by a customer, therefore the Clerk requested that the Council formalize this policy. In addition to limiting coinage to 10 coins at any transaction, limiting bills to not more than 20 bills will also ensure that an excessive burden is no placed on the City for counting cash payments.

Other cities in Washington and around the nation have placed limits on payments in coinage or small bills. This falls within the “reasonable administrative discretion” of the City in determining the amounts and denominations of coinage and currency it will accept in payment of charges.

FISCAL CONSIDERATION

Adopting this policy will support more efficient administrative operations and avoid excessive time being spent by the City staff to count coins or bills.

BOARD OR COMMITTEE RECOMMENDATION

N/A

RECOMMENDATION / MOTION

Consider adoption of Resolution #633.

MOTION: I move to adopt Resolution #633 limiting the acceptance of coinage or more than 20 bills for payments to the City.

RESOLUTION NO. 633

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RUSTON, WASHINGTON, PROHIBITING THE ACCEPTANCE OF NUMEROUS COINS OR BILLS FOR THE PAYMENT OF MONIES DUE TO THE CITY.

WHEREAS, the City of Ruston is a small city with a small administrative staff, having only one and one-half full time administrative employees (the City Clerk and the Utilities Clerk); and

WHEREAS, the City does not own either a coin counting machine nor a bill counting machine; and

WHEREAS, it would be a burden to accept numerous coins or bills for payment of monies due to the City due to the time required for counting and the time to deposit such funds at the bank which would require the bank also counting the coins or bills, including the need to re-count and verify rolled coin; and

WHEREAS, the City Clerk has had the practice of refusing to accept more than 10 loose coins or any rolled coin or more than twenty (20) individual bills; and

WHEREAS, the Council desires to formalize this practice;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF RUSTON, WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Coinage and Bills Limited. The City Clerk, the Utilities Clerk or any other Department in the City of Ruston shall have the discretion to refuse to accept more than twenty (20) individuals bills (of any denomination) or accept loose or rolled coin as payment but shall accept up to 10 loose coins (of any denomination) when a customer is paying cash.

RESOLVED this 7th day of June, 2015.

APPROVED:

Bruce Hopkins, Mayor

ATTEST/AUTHENTICATED:

Judy Grams, City Clerk

FILED WITH THE CITY CLERK: _____

PASSED BY THE CITY COUNCIL: _____

RESOLUTION NO.: 633