



MEMORANDUM

TO: Honorable Members of the Whatcom County Council, and The Honorable Satpal Singh Sidhu,
Whatcom County Executive

FROM: Shannon Batdorf, Parks Office Administrator

THROUGH: Bennett Knox, Parks Director

DATE: April 16, 2026

RE: Proposed Ordinance Increasing the Parks & Recreation Petty Cash Revolving Fund

The purpose of this memo is to provide background and explain the need for the proposed ordinance to increase the Whatcom County Parks and Recreation Department's petty cash revolving fund.

In 2012, the Whatcom County Council adopted Ordinance No. 2012-014, which reduced the department's petty cash revolving fund to \$4,000. At that time, the reduced fund level was sufficient to support daily operations across park facilities.

Since then, park usage patterns have changed significantly, most notably at Silver Lake, where visitation has tripled. As a result, staff are handling a higher volume of in-person transactions, particularly cash payments for campsites, boat rentals, and concessions. During the summer season, when the park is fully staffed with seasonal help, it can be challenging to ensure staff have sufficient small bills available to make change.

The proposed ordinance addresses these issues by increasing the total petty cash revolving fund by \$500, bringing the total to \$4,500. It also redistributes funds across park locations to better align with current operational needs: Samish Park (\$500), Silver Lake Park (\$1,600), Plantation Rifle Range (\$1,800), and Lighthouse Marine Park (\$600).

This is a modest but necessary operational adjustment that reflects current demand and supports effective service delivery across the county's park system.

Please let me know if additional information would be helpful.