

WHATCOM COUNTY
PUBLIC WORKS DEPARTMENT
Jon Hutchings
DIRECTOR



FERRY DIVISION
CIVIC CENTER ANNEX
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MEMORANDUM

MEMO TO: The Honorable Jack Louws, County Executive, and
Honorable Members of the Whatcom County Council

THROUGH: Jon Hutchings, Public Works Director

FROM: Chantelle Hilsinger, Ferry Coordinator *CH*

DATE: March 13, 2019

SUBJECT: Ordinance to Increase the Ferry System Petty Cash Revolving
Fund from \$1800.00 to \$3300.00.

Requested Action:

Recommend approval of the attached ordinance to increase the Ferry System Petty Cash Revolving Fund from \$1800.00 to \$3300.00.

Background and Purpose:

The Public Works Ferry Division requests an increase of \$100.00 per existing individual petty cash drawer to the Ferry System Petty Cash Revolving Fund for the purpose of selling single-ride passenger fares, selling single-ride vehicle/driver fares, and/or selling multi-ride punch cards on-board the Ferry, at the Ferry business office located in Bellingham, and at the Lummi Island Ferry office.

Additionally, a new position was created in the 2019 budget for a third Regular Relief on-board the Ferry and this position will need its own petty cash drawer.

Lastly to improve customer service, the Ferry Division has begun selling multi-ride punch cards at the Lummi Island Ferry office and is also in need of its own petty cash drawer.

For reference the petty cash for the Ferry Division will be allocated as follows:

On-board the Whatcom Chief:

- 3 full time Pursers
- 3 Deckhands who fill in as back-up Pursers
- 3 Regular Reliefs who fill in as back-up Pursers

Off the Whatcom Chief:

-1 petty cash drawer for multi-ride punch card sales at the Ferry business office in downtown Bellingham.

-1 petty cash drawer for Ferry Administration staff to sell multi-ride punch cards at the Lummi Island Ferry office.

Information:

The Public Works Ferry System finds it necessary to increase its Petty Cash Revolving Fund in order to have change available when selling single-ride ferry fares and multi-ride punch cards. The amount now available is insufficient to conduct business transactions due to the high volume of transactions and larger bills presented for payment. This ordinance is to request an increase to the Ferry System Petty Cash Revolving Fund to a total of \$3300.00 (\$300 per petty cash drawer), and to request that a Treasurer's check be issued in the amount of \$1500.00 for the purpose of increasing the Ferry System Petty Cash Revolving Fund.

If you have any questions or need additional information please call Chantelle Hilsinger at 6235. Thank you.