

Jefferson County
Board of Commissioners
Agenda Request

To: Board of Commissioners
Philip Morley, County Administrator

From: Frank Gifford, Public Works Director *FG*

Agenda Date:

Subject: Increase for Solid Waste Petty Cash Fund

Statement of Issue:

The Jefferson County Solid Waste Fund currently maintains a petty cash amount of \$2,450.00. Of that total, the Quilcene Drop Box Site has two (2) \$125.00 cash bags. Whenever they use up their small bills, they have to run to the bank to get change. This costs extra hours as the bank is not open past 5 pm when the Quilcene site closes, nor is it open on Saturdays, so they have to go on weekdays prior to their shift. A new commercial safe was recently installed for better security for the existing cash bags. Staff wishes to increase each bag by \$125.00, resulting in a total increase to the Solid Waste Petty Cash Fund of \$250.00

Analysis/Strategic Goals:

This Agreement addresses the Solid Waste goal of maintaining and enhancing the environmental quality by reducing short vehicle trips, thereby reducing the carbon footprint.

Pros:

- Increases the efficiency of the operation.
- Reduces cost for extra hours to do banking business
- Reduces the carbon footprint.

Cons:

- None

Alternatives:

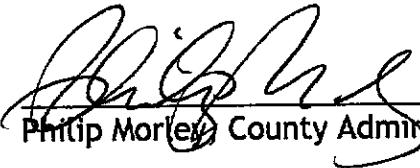
- County personnel carry on as usual.


Fiscal Impact: None. The cash drawers will continue to be used in accordance with Jefferson County Policies outlined in the County's Cash Handling Policy and will be cashed out and balanced each night at closing.

Recommendation: Jefferson County Public Works recommends that the Board of County Commissioners adopt this Resolution.

Department Contact: Jack Reid at 360-385-9160

Reviewed By:


Philip Morley County Administrator


Date

STATE OF WASHINGTON
COUNTY OF JEFFERSON

In the Matter of Increasing }
Petty Cash in the Solid Waste Fund }

Resolution No. _____

WHEREAS, the Solid Waste Fund currently has a petty cash fund of \$2,450.00 and

WHEREAS, this amount is for the cash drawers at the Solid Waste transfer sites, and

WHEREAS, an additional amount is needed for the cash drawers at the Quilcene Drop Box site to facilitate less trips to the bank, and to insure enough change is always on hand.

NOW THEREFORE BE IT RESOLVED, that the Jefferson County Solid Waste Petty Cash fund be increased to \$2,700.00 and the County Treasurer be authorized to issue a Treasurer's check in the amount of \$250.00, payable to the Jefferson County Solid Waste Fund.

APPROVED THIS _____ DAY OF APRIL, 201 _____.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

John Austin, Chair

Phil Johnson, Member

David W. Sullivan, Member

ATTEST:

Lorna L. Delaney,
Clerk of the Board