



Legislation Details (With Text)

**File #:** 19-1719      **Version:** 1

**Type:** Agenda Item      **Status:** Approved

**File created:** 11/12/2019      **In control:** Board of Supervisors

**On agenda:** 12/17/2019      **Final action:** 12/17/2019

**Title:** Planning and Building Department recommending the Board adopt and authorize the Chair to sign Resolution 226-2019, rescinding a portion of prior Resolution 075-2016 and increasing the imprest cash funds for the Department by \$300, for a total amount of \$500.

FUNDING: General Fund.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - BOS Resolution Form 2019- Imprest Cash Fund, 2. B - Resolution Routing Sheet - Approved, 3. Executed Resolution 226-2019

Date	Ver.	Action By	Action	Result
12/17/2019	1	Board of Supervisors	Approved	Pass

..Title

Planning and Building Department recommending the Board adopt and authorize the Chair to sign Resolution **226-2019**, rescinding a portion of prior Resolution 075-2016 and increasing the imprest cash funds for the Department by \$300, for a total amount of \$500.

**FUNDING:** General Fund.

**DISCUSSION / BACKGROUND**

On May 3, 2016, the Board adopted Resolution #075-2016, which established an imprest cash fund for the Development Services Division of the Community Development Agency (CDA) in the amount of \$200. The former Development Services Division is now known as the Planning and Building Department.

Imprest cash funds are used by the Department to make change for customers paying for services in cash. Due to a substantial increase in customer volume, the current imprest cash account does not meet the Department’s needs. It has been determined that an increase of \$300 for the imprest cash account is needed to establish a \$500 change fund.

Resolution XXX-2019 increases the imprest cash account by \$300, for a total amount of \$500, and rescinds the portion of Resolution #075-2016 (Section B) that pertains to the Development Services Division of the CDA.

**ALTERNATIVES**

The Board could determine to not increase the imprest cash fund, which could impact staff’s ability to provide effective customer service.

**OTHER DEPARTMENT / AGENCY INVOLVEMENT**

N/A

### **CAO RECOMMENDATION**

It is recommended that the Board approve this item.

### **FINANCIAL IMPACT**

Sufficient funding is available in the Department's Fiscal Year 2019-20 budget to cover the \$300 increase. The \$500 fund will not be depleted, as the imprest account is used solely for making change.

### **CLERK OF THE BOARD FOLLOW UP ACTIONS**

- 1) The Clerk of the Board shall obtain the Chair's signature on two (2) originals of the Resolution.
- 2) The Clerk of the Board shall forward one (1) fully executed original Resolution to Community Development Services, Administration and Finance, c/o Becky Morton, for implementation.

### **STRATEGIC PLAN COMPONENT**

The adoption of this Resolution will help the Department to ensure the provision of excellent comprehensive service to the citizens of El Dorado County.

### **CONTACT**

Tiffany Schmid, Director

Planning and Building Department