



## Legislation Details (With Text)

**File #:** 15-1429      **Version:** 2

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

**File created:** 12/1/2015      **In control:** Board of Supervisors

**On agenda:** 4/18/2017      **Final action:** 4/18/2017

**Title:** Community Development Agency, Administration and Finance Division, recommending the Board adopt and authorize the Chair to sign Resolution 065-2017, recinding prior Resolution 074-2016 and reestablishing imprest cash funds for the Community Development Agency Transportation Division in the cumulative amount of \$6,400, consisting of:  
 1) \$6,000 for Emergency Road/Snow Operations;  
 2) \$200 for Transportation Division's Development, Right-of-Way, and Environmental Unit;  
 3) \$100 for the Placerville Transportation Division Office; and  
 4) \$100 for the South Lake Tahoe Transportation Division Office.

FUNDING: Road Fund. (100% - Local)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. 2A - Approved Resolution Routing Sheet 04-18-17, 2. 2B - Resolution TD Imprest Cash 04-18-17, 3. Executed Resolution 065-2017, 4. A - Approved CRS - Transportation 5-3-16, 5. B - Transportation Imprest Resolution 5-3-16, 6. C - Approved CRS - Gen Fund 5-3-16, 7. D - General Fund Imprest Resolution 5-3-16, 8. E - Approved CRS - Placerville AP 5-3-16, 9. F - Placerville AP Imprest Resolution 5-3-16, 10. G - Resolution 095-2013 5-3-16, 11. Executed Resolution 074-2016 (5-3-16), 12. Executed Resolution 075-2016 (5-3-16), 13. Executed Resolution 076-2016 (5-3-16)

Date	Ver.	Action By	Action	Result
4/18/2017	2	Board of Supervisors	Approved	Pass
5/3/2016	1	Board of Supervisors	Approved	Pass

Community Development Agency, Administration and Finance Division, recommending the Board adopt and authorize the Chair to sign Resolution **065-2017**, recinding prior Resolution 074-2016 and reestablishing imprest cash funds for the Community Development Agency Transportation Division in the cumulative amount of \$6,400, consisting of:  
 1) \$6,000 for Emergency Road/Snow Operations;  
 2) \$200 for Transportation Division's Development, Right-of-Way, and Environmental Unit;  
 3) \$100 for the Placerville Transportation Division Office; and  
 4) \$100 for the South Lake Tahoe Transportation Division Office.

**FUNDING:** Road Fund. (100% - Local)

**DEPARTMENT RECOMMENDATION**

Community Development Agency (CDA), Administration & Finance Division, recommending the Board adopt and authorize the Chair to sign Resolution **065-2017**, recinding prior Resolution 074-2016 and reestablishing imprest cash funds for the CDA Transportation Division (Transportation) in the cumulative amount of \$6,400, consisting of:  
 1) \$6,000 for Emergency Road/Snow Operations;  
 2) \$200 for Transportation's Development, Right-of-Way, and Environmental Unit;

- 3) \$100 for the Placerville Transportation Office; and
- 4) \$100 for the South Lake Tahoe Transportation Office.

### **DISCUSSION / BACKGROUND**

On May 3, 2016 (Item 20), the Board adopted Resolution 074-2016 establishing imprest cash funds for Transportation in the cumulative amount of \$3,400, consisting of:

- \$3,000 for Emergency Road/Snow Operations;
- \$200 for Transportation's Development, Right-of-Way, and Environmental Unit;
- \$100 for the Placerville Transportation Office; and
- \$100 for the South Lake Tahoe Transportation Office.

Imprest cash funds are primarily used by Transportation to make change for customers when issuing permits, to fund occasional fuel purchases, and for emergency expenditures.

Due to the changes in weather patterns this year, in comparison to the past several years, the need for snow removal has increased. This resulted in increased snow crew per diem reimbursement costs. Additionally, the per diem meal allowance rates were increased when the County's Travel Policy D-1 was revised on December 13, 2016 (Item 3). As a result, the \$3,000 previously established is insufficient to meet emergency road and snow operations needs during significant weather events.

### **ALTERNATIVES**

The Board could choose not to adopt the Resolution, which would inhibit Transportation from reimbursing employees for expenses associated with severe weather events requiring unusual and extended services and efforts for public safety interests.

### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

N/A

### **CAO RECOMMENDATION**

It is recommended that the Board approve this item.

### **FINANCIAL IMPACT**

Expenses initially paid for with imprest cash are funded by the Road Fund and are included in Transportation's annual operating budgets. The proposed action will increase Transportation's imprest cash funding by \$3,000, from \$3,400 to \$6,400. There is no change to Net County Cost.

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

- 1) The Clerk of the Board shall obtain the Chair's signature on two (2) original copies of the Resolution.
- 2) The Clerk of the Board shall forward one (1) fully executed original Resolution copy to the CDA Administration & Finance Division, c/o Karen Coleman, for implementation.

### **STRATEGIC PLAN COMPONENT**

Good Governance  
Economic Stability

### **CONTACT**

Kate Sampson

Assistant Director, Administration & Finance  
Community Development Agency