



# County of El Dorado

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## Legislation Details (With Text)

**File #:** 21-0698 **Version:** 1  
**Type:** Agenda Item **Status:** Approved  
**File created:** 4/20/2021 **In control:** Board of Supervisors  
**On agenda:** 5/18/2021 **Final action:** 5/18/2021  
**Title:** Chief Administrative Office, Emergency Medical Services and Emergency Preparedness and Response Division, recommending the Board approve the relief from accountability for a cash shortage of \$100 in the Division due to theft and replenishment of the Division imprest account.

**FUNDING:** General Fund.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
5/18/2021	1	Board of Supervisors	Approved	Pass

Chief Administrative Office, Emergency Medical Services and Emergency Preparedness and Response Division, recommending the Board approve the relief from accountability for a cash shortage of \$100 in the Division due to theft and replenishment of the Division imprest account.

**FUNDING:** General Fund.

### DISCUSSION / BACKGROUND

The Division maintains an imprest account (petty cash fund) of \$100 to accept payments for licenses and fees. On November 11, 2020, the Division's safe, containing the petty cash, was stolen after a break-in at the 2900 Fairlane Court / 345 Fair Lane building (Placerville Library). Access to the building was gained after hours by breaking a window. A report was filed with Risk Management and with the Placerville Police Department.

The Division has taken several steps to mitigate future risks. A new safe has been installed, bolted to a cinder block wall behind a lockable door and an alarm system has been installed for the office.

Pursuant to Government Code Section 29390, County departments present to the Board a request for relief from accountability for cash shortages.

### ALTERNATIVES

The Division could discontinue accepting cash payments.

### PRIOR BOARD ACTION

N/A

### OTHER DEPARTMENT / AGENCY INVOLVEMENT

N/A

**CAO RECOMMENDATION / COMMENTS**

Approve as recommended.

**FINANCIAL IMPACT**

Upon approval of this item, the Division will process reimbursement of the petty cash fund against the Division's Special Department Expense account for \$100. There are sufficient appropriations in the Division's current year budget to accommodate this expenditure.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

N/A

**STRATEGIC PLAN COMPONENT**

Good Governance

**CONTACT**

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