



COUNTY OF HUMBOLDT

For the meeting of: 10/22/2019

File #: 19-1474

To: Board of Supervisors

From: Sheriff

Agenda Section: Consent

SUBJECT:

Resolution to Establish Sheriff's McKinleyville Substation Revolving Petty Cash Fund

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve Resolution No. ____ to establish a revolving petty cash fund in the amount of \$100 to be used by the Sheriff's McKinleyville Substation when making change for the public in the normal course of business.

SOURCE OF FUNDING:

General Fund

DISCUSSION:

The Sheriff's Office is requesting that a petty cash fund be established for use by the McKinleyville Substation when making change for the public in the normal course of business, per the attached resolution. Currently members of the public must have exact change when doing business at the McKinleyville Substation. This creates an inconvenience and dissatisfaction of the public when they must leave the station to acquire exact change and then return to the station to finish their transaction.

FINANCIAL IMPACT:

To establish this petty cash, funds will be reallocated from the county's cash pool into a cash box that will be stored, monitored, and operated by Sheriff staff at the McKinleyville Substation. Approval of this request would have no net impact on the General Fund.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by providing community-appropriate levels of service .

OTHER AGENCY INVOLVEMENT:

None.

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ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may deny the request to approve the revolving petty cash fund for the McKinleyville Substation and continue to require the public to have exact change when doing business at that location.

ATTACHMENTS:

Attachment 1 - Board of Supervisors Resolution to Establish Petty Cash

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A