

AGENDA ITEM NO.
C-16

COUNTY OF HUMBOLDT

For the meeting of: September 6, 2016

Date: August 8, 2016

To: Board of Supervisors

From:  Thomas K. Mattson, Public Works Director

Subject: Resolution to Increase the Revolving Petty Cash Fund at the Public Works Department

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt Resolution# 16-102 to increase the Petty Cash fund at the Public Works Department by \$200; and
2. Rescind Resolution#95-112 that was approved by the Board on December 19, 1995 (item D-40).


SOURCE OF FUNDING: Road Fund 1200

DISCUSSION: On December 19, 1995, the Board of Supervisors approved Resolution #95-112 that increased the petty cash fund for the Public Works Road Fund from \$50 to \$200.

Due to the increased volume of transactions and cost of goods and services over the last 20 years, the amount of \$200 is no longer sufficient to cover daily minor out-of-pocket expenditures and requires frequent fund replenishment.

This agenda item requests to increase the existing petty cash fund of \$200 to \$400.

Prepared by Josielyn N. Gilbaugh

CAO Approval: 

REVIEW:	Auditor <u>WJH</u>	County Counsel <u>Sm</u>	Human Resources _____	Other _____
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TYPE OF ITEM:

Consent

Departmental

Public Hearing

Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor _____

Seconded by Supervisor _____

Ayes _____

Nays _____

Abstain _____

Absent _____

PREVIOUS ACTION/REFERRAL:

Board Order No. D-40

Meeting of: 12/19/95

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: _____

By: _____

Kathy Hayes, Clerk of the Board

FINANCIAL IMPACT: The additional \$200 will be sourced from the Roads Fund 1200. There is no impact to the General Fund.

This item conforms to the Board of Supervisors core role of managing resources to ensure sustainability of services.

OTHER AGENCY INVOLVEMENT: None

ALTERNATIVES TO STAFF RECOMMENDATIONS: The Board could choose to not increase the petty cash fund amount. This is not recommended because retaining the existing \$200 level would require frequent replenishment by staff and add extra work to the auditor's office.

ATTACHMENT: Board Order D-40 December 19, 1995
Resolution No. 95-112 December 12, 1995
Resolution to Increase the Revolving Petty Cash Fund for Use by the Public Works Department



AGENDA ITEM NO. **D40**

COUNTY OF HUMBOLDT

For Meeting of: **DEC 19 1995**

DATE: November 28, 1995
TO: Board of Supervisors
FROM: John Murray, Department of Public Works
SUBJECT: PUBLIC WORKS PETTY CASH

RECOMMENDATION: It is recommended that the Board of Supervisors approve the attached resolution to authorize an increase of the Public Works Road Fund petty cash fund to \$200.00.

ON FILE WITH THE
CLERK OF THE BOARD

DISCUSSION: The Public Works Department currently is allowed a \$50.00 petty cash fund. An increase of this petty cash fund is requested to reimburse employees for small purchases. Also, when plans and specs become available for County projects, we do not have enough cash on hand to make change for the potential bidders when they come in to purchase the plans and specs. With more cash on hand we could also reimburse small dollar travel expense claims.

FINANCIAL IMPACT: None.

OTHER AGENCY INVOLVEMENT: None.

ALTERNATIVES TO STAFF RECOMMENDATIONS: We could continue with the \$50.00 petty cash fund.

Prepared by: Jo Ann Gath CAO Approval: Joseph J. Molesta

REVIEW:
Auditor WV County Counsel SPM Personnel _____ Risk Manager _____ Other _____

pc: Public Works
County Counsel
Auditor

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
Upon the motion of Supervisor **NEELY**
seconded by Supervisor **FULKERSON**
and unanimously carried by those members
present, the Board hereby adopts the
recommended action contained in this report.
Dated: **DEC 19 1995**
LORA FREDIANI, Clerk of the Board
by: Lora Frediani

PREVIOUS ACTION/REFERRAL:
Board Order No. _____
Meeting of _____

D40
1995

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA
Certified copy of portion of proceedings, Meeting on December 12, 1995

RESOLUTION NO. 95-112

RESOLUTION ESTABLISHING FUND
FOR USE OF PUBLIC WORKS DEPARTMENT

WHEREAS, Sections 29320 et seq. of the Government Code of California authorize the Board of Supervisors to establish revolving funds for the use of any officer of the County; and

WHEREAS, the Public Works Department is in need of a revolving fund to finance the expenditure of small sums of cash in the daily operations of the Public Works Department including out-of-pocket expenditures, minor cost items and making change; and

WHEREAS, Two Hundred Dollars (\$200.00) is a sufficient sum for such purpose.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors for the County of Humboldt hereby establishes a revolving fund in the amount of Two Hundred Dollars (\$200.00) for use by the Public Works Department in accordance with the terms and conditions set forth above and subject to the provisions of Sections 29320 et seq. of the Government Code.

BE IT FURTHER RESOLVED that the County Clerk is hereby directed to increase the County's blanket bond to meet the requirements of the Government Code, if necessary.

BE IT FURTHER RESOLVED, that Resolution No. 80-129, which established a revolving fund in the amount of fifty dollars (\$50.00) is hereby rescinded.

(D-40)

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA

Certified Copy of Portion of Proceedings, Meeting of December 19, 1995

RESOLUTION NO. 95-111

(Page 2 of 2)

Adopted on motion by Supervisor Neely, second by Supervisor Fulkerson, and the following vote:

AYES: Supervisors Dixon, Heider, Fulkerson, Neely, and Kirk

NAYS: None

ABSENT: None

ABSTAIN: None

STATE OF CALIFORNIA)

County of Humboldt)

s.s.

I, LORA FREDIANI, Clerk of the Board of Supervisors, County of Humboldt, State of California, do hereby certify the foregoing to be a full, true, and correct copy of the original made in the above-entitled matter by said Board of Supervisors at a meeting held in Eureka, California as the same now appears of record in my Office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said Board of Supervisors.

LORA FREDIANI

Clerk of the Board of Supervisors of the
County of Humboldt, State of California



December 19, 1995

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA
Certified copy of portion of proceedings, Meeting of September 6, 2016

RESOLUTION NO. 16-102


RESOLUTION TO INCREASE THE REVOLVING PETTY CASH FUND FOR USE BY THE PUBLIC WORKS DEPARTMENT TO \$400

WHEREAS, Section 29321 of the Government Code of California authorizes the Board of Supervisors to establish revolving funds for the use of any Officer of the County; and

WHEREAS, the Public Works Director has requested the increase of the existing petty cash fund of \$200 by \$200 for a total of \$400 to finance the expenditure of small sums of cash in the daily operation of the department programs including out-of-pocket expenditures, minor cost items and supplies as needed.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Humboldt hereby increases the petty cash fund to the amount of \$400 to be used by the Public Works Department in accordance with the terms and conditions set forth above and subject to the provisions of Section 29321 of the Government Code.

Dated: September 6, 2016



MARK LOVELACE, Chair
Humboldt County Board of Supervisors


Adopted on motion by Supervisor Sundberg, seconded by Supervisor Bass, and the following vote:

AYES:	Supervisors	Sundberg, Fennell, Lovelace, Bohn, Bass
NAYS:	Supervisors	--
ABSENT:	Supervisors	--
ABSTAIN:	Supervisors	--

STATE OF CALIFORNIA)
County of Humboldt)

I, KATHY HAYES, Clerk of the Board of Supervisors, County of Humboldt, State of California, do hereby certify the foregoing to be an original made in the above-entitled matter by said Board of Supervisors at a meeting held in Eureka, California.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said Board of Supervisors.



By ANA HARTWELL
Deputy Clerk of the Board of Supervisors of the
County of Humboldt, State of California