



# COUNTY OF HUMBOLDT

For the meeting of: 8/28/2018

---

File #: 18-1034

---

To: Board of Supervisors

From: Planning and Building Department

SUBJECT:

Resolution Increasing Petty Cash Fund for the Planning and Building Department

RECOMMENDATION(S):

That the Board of Supervisors adopts Resolution No. \_\_\_\_ to do the following: increase the revolving fund for Building Inspection and rescind Resolution No. 16-79; increase the revolving fund for Current Planning and rescind Resolution No. 16-79; establish a revolving fund for the use of Code Enforcement; and direct the Clerk of the Board to transmit a copy of the Resolution to the Auditor and Treasurer pursuant to Government Code 29322.

SOURCE OF FUNDING:

General Fund 1100262

General Fund 1100277

General Fund 1100269

DISCUSSION:

The request before you is to increase the three Planning and Building Department's petty cash boxes from three hundred dollars (\$300) to six hundred dollars (\$600), and dedicate one box to Code Enforcement. The amount in each till is insufficient for making change when the department receives multiple large bills during the day. Increasing the amount available in the cash boxes will allow the department to provide efficient and responsive customer service and reduce the number of trips to the bank by the staff.

Building Inspector, budget unit 262, has two petty cash boxes each box contains one hundred dollars (\$100), for a total of two hundred dollars (\$200). The proposal is to combine the two boxes into one box for budget unit 262, with a total amount of two hundred dollars (\$200). The second box, in the amount of two hundred dollars (\$200), would be used to receive high volume violation payments in Code Enforcement, budget unit 269.

Current Planning, budget unit 277, has a petty cash box containing one hundred dollars (\$100). This box now handles all Current Planning, Cannabis Planning, and Code Enforcement payments. Due to the large volume of cash transactions, this petty cash box is frequently depleted and short on available cash to provide change. The department requests to add one hundred dollars (\$100) and use this exclusively for Current and Cannabis Planning payments, which will bring the total to two hundred dollars (\$200).

Moving to three petty cash boxes, each with two hundred dollars (\$200) allows for improved customer service, easier reconciliation, and better cash box accountability.

The attached resolution (Attachment A) facilitates recommended changes proposed by staff.

FINANCIAL IMPACT:

The appropriations being used will be from the office expense line items in budget units 262, Building Inspection, budget unit 269, Code Enforcement, and budget unit 277, Current Planning.

Approval of the additional funds in the receiving funds assists the department in meeting the goals outlined by the Board of Supervisors in its Strategic Framework. The ability to make appropriate change supports the Planning and Building Department's alignment with the Board's Strategic Framework by providing community-appropriate levels of service.

---

**File #: 18-1034**

---

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may elect not to adopt the resolutions.

ATTACHMENTS:

Attachment A

Resolution No. \_\_\_\_\_