



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: December 19, 2022

SUBJECT: Consideration of Board signature of Resolution No. 2022-079, authorizing an increase in change funds maintained by the Solid Waste Department

RECOMMENDED MOTION:

Move approval of Resolution 2022-079, raising the Solid Waste Department change fund by \$550, bringing the fund total to \$4,200.

BACKGROUND AND POLICY IMPLICATIONS:

The Solid Waste Department operates five facilities where self-haul customers pay disposal fees based on the volume or weight of waste they are delivering to those facilities. Those transactions can be paid with cash, check, credit/debit card or on a Solid Waste administered charge account.

Currently, the Solid Waste Department maintains a \$3,650 cash change fund, a portion of which is distributed to the Department's transfer stations and Knott Landfill scalehouse as a till for making change on cash payments. The balance of the change fund is held at the Department's administrative office for maintaining the offsite change tills as needed with lower denomination currency and augmenting tills on the weekends when the office is closed. With the increases in customer traffic, there have been challenges in maintaining sufficient change tills with the current fund, and the Department is requesting authorization to increase the Department's change fund.

Administrative Finance Policy No. F-8 requires that department cash funds be authorized by the Board of County Commissioners. The attached Resolution No. 2022-079 authorizes increasing the Solid Waste Department's change fund by \$550, bringing the total amount of cash the Department maintains to \$4,200. The additional funds will be used to augment the change tills at the busier facilities where maintaining tills has been difficult at times.

BUDGET IMPACTS:

None.

ATTENDANCE:

Chad Centola, Solid Waste Director