

CLARK COUNTY
STAFF REPORT



DEPARTMENT/DIVISION: Public Works / Parks

DATE: April 15, 2014

REQUEST: Reduce Parks Division's change fund from \$500 to \$150.

CHECK ONE: Consent Chief Administrative Officer Hearing

PUBLIC WORKS GOALS:

- Provide safe and efficient transportation systems within Clark County
- Continue responsible stewardship of public funds
- Promote family-wage job creation and economic development to support a thriving community
- Maintain a desirable quality of life
- Improve environmental stewardship and protection of natural resources
- Increase partnerships and foster an engaged, informed community
- Make Public Works a great place to work

BACKGROUND: As of January 2014 the County is now responsible for making reservations in our parks. In February 2014 the Parks Division received permission to create a \$500 change fund to allow us to have the ability to conduct cash transactions with citizens who come in to our office to make reservations. Parks now has the ability to take online reservations and payments can be made via credit card. A \$150 change fund should be sufficient to make change for citizens who come to our office to reserve picnic shelters and sports fields.

COMMUNITY OUTREACH: We have begun taking reservations and citizens now have access to the online reservation website, which has been heavily advertised to the community.

BUDGET AND POLICY IMPLICATIONS: This request is consistent with current policy and practices. We no longer need the entire amount requested. We request the \$350 we are returning go back to fund balance.

FISCAL IMPACTS: Yes (See Attached Fiscal Impacts Form) No

ACTION REQUESTED: Approve reduction of new Parks change fund from \$500 to \$150.

DISTRIBUTION: Please forward a copy of the approved staff report to Bill Bjerke, Parks Manager, to Lori Pearce, Public Works Administration, Deby Woods, Public Works Operations, Michael Fish and Kathy Lee in the Treasurer's office.

Bill Bjerke
Parks Division Manager

Heath Henderson, P.E.
Public Works Director/County Engineer

APPROVED: *Tom Muelke*
CLARK COUNTY, WASHINGTON
BOARD OF COMMISSIONERS

April 15, 2014
SR 77-14

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PW 14-029

Handwritten initials