

MEMORANDUM

DEPARTMENT OF PUBLIC WORKS
County of Placer

TO: BOARD OF SUPERVISORS DATE: November 6, 2012
FROM: KEN GREHM / CYNTHIA TAYLOR
SUBJECT: ESTABLISH PETTY CASH FUND FOR THE TAHOE CITY TRANSIT CENTER BUS TICKET VENDING MACHINE

ACTION REQUESTED / RECOMMENDATION

1. Adopt a Resolution authorizing the Department of Public Works to establish a petty cash fund for the Tahoe City Transit Center Bus Ticket Vending Machine in the amount of \$2,430 with revenue funds coming from Ridership Bus Fares. There is no net county cost.

BACKGROUND / SUMMARY

These funds will be used and are restricted to establishing a petty cash fund for initial seed money and maintenance of the cash levels required to fund the Tahoe City Transit Center Bus Ticket Vending Machine. This includes \$1,215 residing in the ticket machine and replacement tubes for the machine in the amount of \$1,215. All Placer County internal control procedures will be adhered to in regards to the petty cash fund.

In order for Tahoe Area Regional Transit to establish the petty cash fund, it is necessary for your Board to adopt a resolution authorizing the Department of Public Works to establish a petty cash account for use at the Tahoe City Transit Center.

ENVIRONMENTAL

The proposed action is not a project as defined by Public Resources Code Section 21065 and is therefore exempt from environmental review under CEQA.

FISCAL IMPACT

The funds will be used for initial seed money and maintaining cash levels for making change to customers in the Tahoe City Transit Center Bus Ticket Vending Machine for bus ticket purchases for the Tahoe Area Regional Transit and are budgeted in the 2012-13 Fiscal Year Budget.

Attachments: Resolution

T:DPW/Admin/Britton/Tahoe Transit Center Petty Cash/BoardMemo

**Before the Board of Supervisors
County of Placer, State of California**

In the matter of: A RESOLUTION
AUTHORIZING THE DEPARTMENT OF
PUBLIC WORKS TO ESTABLISH A PETTY
CASH FUND FOR THE TAHOE CITY TRANSIT
CENTER BUS TICKET VENDING MACHINE

Resol. No:.....

The following RESOLUTION was duly passed by the Board of Supervisors
of the County of Placer at a regular meeting held _____,
by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Attest:
Clerk of said Board

Chair, Board of Supervisors

BE IT HEREBY RESOLVED by the Board of Supervisors of the County of Placer, State of California, that this Board authorizes the Department of Public Works to establish a \$2,430 petty cash fund for the Tahoe City Transit Center Bus Ticket Vending Machine.