



MARION COUNTY BOARD OF COMMISSIONERS

# Board Session Agenda Review Form

Meeting date: April 26, 2017

Department: Treasurer's Office

Title of Agenda Item: Establish a change fund for the Community Services Department, Administration Program

Agenda Planning Date: 4/20/17  Audio/Visual aids required Time required: 5 min

Contact: Laurie Steele Phone: 503-588-3568

Department Head Signature: *Laurie Steele*

Presenters: Laurie Steele

Description of Issue: The Administrative Program of the Community Services Department would like to establish a change fund of \$100.00 in order to sell dog licenses from the Courthouse Square location.

Description of Background: When the Dog Shelter program moved from the Public Works Department to Community Services Department, the Administrative Program of the Community Services Department was not set up to serve customers and handle cash. They are now interested in selling dog licenses from their offices in Courthouse Square, rather than turning away customers that come here instead of going to the Dog Shelter for this service. In order to provide this service, the Administration Program needs to establish a change fund.

Financial Impacts: None

Impacts: to departments and/or external entities This would allow the department to better serve their customers.

Options for Consideration: Approve the change fund request. Deny the change fund request.

Recommendation: Approve the request and establish a change fund in the amount of \$100.00 for the Administration Program of Community Services.

List of attachments: Board Resolution

Copies of completed paperwork to the following:

Name: Laurie Steele, Treasurer's Office E-mail: lstele@co.marion.or.us

Name: Daniel Adatto, Community Services E-mail: DAdatto@co.marion.or.us

Name: Jessica Paler, Treasurer's Office E-mail: JLPaler@co.marion.or.us

Name: Perry Grier, Finance E-mail: PGrier@co.marion.or.us

Name: E-mail:

BEFORE THE BOARD OF COMMISSIONERS  
FOR MARION COUNTY, OREGON

In the Matter of establishing a        )  
Change Fund for the Community        )  
Services Department Administration    )  
Program                                 )

RESOLUTION No. \_\_\_\_\_

This matter came before the Marion County Board of Commissioners at its regularly scheduled public meeting on April 26, 2017.

WHEREAS, the Marion County Community Services department has identified the need to establish a change fund for the Administration Program for accepting customer payments for dog licenses; and,

WHEREAS, the Marion County Community Services Department has made provisions to assure control of the requested change fund and the Marion County Treasurer has reviewed and approved the proposed control measures in accordance with Marion County Administrative Policy C-3; and,

WHEREAS, Marion County Administrative Policy C-3 requires the approval of the County Administrative Officer and the Board of Commissioners to establish change funds; and

WHEREAS, it appears in the best public interest to establish a change fund for the Community Services Department, Administration Program; now, therefore,

IT IS HEREBY RESOLVED that a change fund be established for the Community Services Department, Administration Program in the amount of \$100.00.

Dated at Salem, Oregon, this 26th day of April 2017.

MARION COUNTY BOARD OF COMMISSIONERS

---

Chair

---

Commissioner

---

Commissioner

Approved:

---

Chief Administrative Officer