



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting date: _____

Department: _____

Title:

Management Update/Work Session Date: _____ Audio/Visual aids

Time Required: _____ Contact: _____ Phone: _____

Requested Action:

Issue, Description & Background:

Financial Impacts:

Impacts to Department & External Agencies:

List of attachments:

Presenter:

Department Head Signature: *Samuel A. Brentano*

BEFORE THE BOARD OF COMMISSIONERS

FOR MARION COUNTY, OREGON

In the matter of increasing the Change Fund)
for the Marion County Public Works)
Environmental Services Salem-Keizer)
Recycling & Transfer Station.

ORDER No.

This matter came before the Marion County Board of Commissioners at its regularly scheduled public meeting on Wednesday, June 24, 2026.

WHEREAS, the Marion County Public Works Environmental Services Salem-Keizer Recycling & Transfer Station has had an existing cash drawer of \$1,300.00 for several years; and,

WHEREAS, the Marion County Environmental Services Salem-Keizer Recycling & Transfer Station has identified the need to increase the change fund from \$1,300.00 to \$2,600.00 due to implementing a new operating system and updating their cash handling procedures to assign each scale attendant their own cash bag; and,

WHEREAS, the Marion County Environmental Services Salem-Keizer Recycling & Transfer Station has found the existing amount of change authorized in their cash drawer insufficient for their current need; and,

WHEREAS, the Marion County Environmental Services Salem-Keizer Recycling & Transfer Station has made provisions to assure control of the requested change fund and the Marion County Treasurer, and the Marion County Controller have reviewed and approved the proposed control measures in accordance with Marion County Administrative Policy 903; and,

WHEREAS, Marion County Administrative Policy 903 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 increase the change fund for the Marion County Environmental Services Salem-Keizer Recycling & Transfer Station; now, therefore,

1. IT IS HEREBY ORDERED that a change fund be increased for the Marion County Environmental Services Salem-Keizer Recycling & Transfer Station from \$1,300.00 to \$2,600.00.

DATED at Salem, Oregon, this ____ day of _____ 20__.

MARION COUNTY BOARD OF COMMISSIONERS

Chair

Commissioner

Commissioner

Approved:

Chief Administrative Officer