



CLARK COUNTY  
STAFF REPORT

DEPARTMENT/DIVISION: Public Works / Salmon Creek Wastewater Treatment Plant

DATE: December 9, 2014

REQUEST: Approve moving the \$200 petty cash/change fund currently in Fund 4582 (Treatment Plant Capital) to Fund 4580 (Treatment Plant Operations).

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:** The petty cash/change fund for Fund 4582 has been used by Treatment Plant staff for reimbursement of small items. Fund 4582 will be closed at the end of this year since all capital projects the county is responsible for have been completed. However, a petty cash/change fund is still needed for maintenance and operations at the Salmon Creek Wastewater Treatment Plant. We ask that the current petty cash fund in Fund 4582 be moved to Fund 4580.

**COMMUNITY OUTREACH:** None.

**BUDGET AND POLICY IMPLICATIONS:** The original \$200 fund will be moved to Fund 4580.

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

**ACTION REQUESTED:** Approve moving the \$200 petty cash/change fund currently in Fund 4582 (Treatment Plant Capital) to Fund 4580 (Treatment Plant Operations).

**DISTRIBUTION:** Please copy Lori Pearce, Sue Stepan, and Deby Woods in Public Works and Michael Fish and Kathy Lee in the Treasurer's Office, and Laurie Foster in the Auditor's Office.

\_\_\_\_\_  
Sue Stepan, PE  
Road Operations Division Manager

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Heath H. Henderson, PE  
Public Works Director/County Engineer

APPROVED: Tom Mielke  
CLARK COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS

DATE: Dec. 9, 2014

SR#: 281-14

(DW)

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*Handwritten initials/signature*