

W. S. D. I.

Memorandum Date: June 23, 2006  
Order Date: July 12, 2006

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**TO:** Board of County Commissioners  
**DEPARTMENT:** Public Works, Parks Division  
**PRESENTED BY:** Todd Winter  
**AGENDA ITEM TITLE:** IN THE MATTER OF INCREASING THE CHANGE FUND IN FUND 216 FOR PARKS DIVISION OF THE LANE COUNTY DEPARTMENT OF PUBLIC WORKS BY THE AMOUNT OF \$1,500.

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**I. MOTION**

Move to increase the change fund in Fund 216 for the Parks Division of the Lane County Department of Public Works by \$1,500.

**II. AGENDA ITEM SUMMARY**

As of May 2005, the fee collection system for Parks Division has been automated, using self-pay machines as 'fee collectors'. Each pay station machine must be stocked at the start of the season with sufficient coins to make change for \$5 and \$10 bills on a daily basis. With five machines in service in 2005, and the addition of three more in 2006, Parks requires a significant amount of cash for start-up and continued operation throughout the summer season(s).

**III. BACKGROUND/IMPLICATIONS OF ACTION**

**A. Board Action and Other History**

The Parks change fund was established in June 2005 at \$3,500. At this time, we are requesting the fund be increased by \$1,500 to \$5,000 total to provide sufficient change for continued operation of eight self-pay stations.

**B. Policy Issues**

Parks Division is using the automated self-pay stations as an avenue to improve cash handling and financial reporting processes, and to better align with County financial policies. Automated audit reports are printed by the pay stations

whenever opened, and daily transactions are recorded. The pay stations contain sealed 'bill collectors' and 'cash bags' which cannot be opened by the person servicing the equipment.

### **C. Board Goals**

The Board has stated goals related to revenue development and service improvements, as well as the use of technology to make services more available to the public. Projected revenue increases in Day Use fees of 15-25% are expected due to the implementation of the automated pay stations. Service delivery is also improved with convenient locations and easy access to all pay stations. Financial reporting and cash handling processes are streamlined and more consistent as a result of the pay station installations as well.

### **D. Financial and/or Resource Considerations**

Parks Division has significantly reduced the budget for Extra Help 'Fee Collectors' in favor of a long-term automated solution for fee collection. The rising costs of personnel, safety issues with remote collection locations, cash handling concerns, and better financial reporting are the business reasons for this operational change. The automated system requires infrequent human intervention to remove cash, and is virtually maintenance-free, while providing detailed audit reports.

### **E. Analysis**

As of May 2005, the fee collection system for Parks Division has been automated, using self-pay machines as 'fee collectors'. Each pay station machine must be stocked with sufficient coins to make change for \$5 and \$10 bills on a daily basis. With eight machines currently in service, Parks require a significant amount of cash for start-up and continued operation throughout the summer season(s).

Each pay station gives change in \$1.00 coins. Each coin hopper holds 600 coins. With eight machines in service, a minimum of \$4,800 will be needed to fill the \$1.00 hoppers. Additionally, each machine is stocked with quarters, nickels, and dimes in the amount of \$34 per machine, or \$272 total for season start-up.

The Parks Division also provides \$100 in change to the Richardson Campground Office for use in sales of ice, candy, and other requested products.

Funds are secured in the Parks Office safe, with access limited to two staff personnel. During the summer season, bank deposits of camping and day use fees are made the same day received/collected to limit cash-on-hand at any given time. Strict key control for the pay stations is maintained, with the 'fee collector' servicing the pay stations having no access to the cash collected.

Christine Johnson, Senior Office Assistant, has been assigned the duties of Change Fund Custodian and will reconcile the account monthly and keep financial records regarding the Change Fund.

Parks staff estimates our total current change fund need at a minimum of \$5,000, thus we are requesting a change fund be increased by \$1,500 to maintain a sufficient supply of \$1.00 coins to meet our current needs.

**F. Alternatives/Options**

- 1) Approve the motion to increase the change fund for Parks Division by \$1,500.
- 2) Approve a motion to increase the change fund for Parks Division at something other than \$1,500.
- 3) Disapprove the motion to increase the Parks Division change fund. This option would necessitate funding more Extra Help positions to service the machines on a higher frequency.

**IV. TIMING/IMPLEMENTATION**

Parks Division needs the change fund as soon as possible to provide for an adequate and continuous flow of change for pay stations. If approved, the funds would be put into immediate use.

**V. RECOMMENDATION**

Parks Staff recommend option #1 be approved by the Board of Commissioners. The increase in the change fund will assist Parks in using technology in provision of services, allow us to efficiently manage our personnel budget, and improve cash handling processes.

**VI. FOLLOW-UP**

None.

**VII. ATTACHMENTS**

None.

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.                                    ) IN THE MATTER OF INCREASING BY \$1,500 THE CHANGE  
  ) FUND IN FUND 216 FOR THE PARKS DIVISION OF THE LANE  
  ) COUNTY DEPARTMENT OF PUBLIC WORKS  
  )

**WHEREAS**, the Lane County Parks Division has implemented automated fee collection; and

**WHEREAS**, the pay stations require \$1.00 coins for change to customers; and

**WHEREAS**, during the peak summer season approximately 4800 coins per week will be needed;

**NOW THEREFORE IT IS ORDERED** that the change fund be increased by \$1,500 in Fund 216 for the Parks Division of the Lane County Department of Public Works.

Dated this 12th day of July 2006.

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Bill Dwyer, Chair,  
Lane County Board of Commissioners

6-27-06  
*Bill Dwyer*