



COMMISSIONERS COURT COMMUNICATION

AGENDA DATE : April 23, 2012

CONSENT OR REGULAR: Regular

CONTRACT REFERENCE NO
(IF APPLICABLE): _____

SUBJECT: Discuss and take appropriate action on addressing a policy and procedures at the Ascarate Park Entrance toll booth.

BACKGROUND/DISCUSSION OF TOPIC: To include statutory requirement, operational impact, or performance goal.

In the mist of the reconstruction of the Ascarate Park entrance, Commissioner Lewis feels that it is an optimal opportunity to address the current policy and procedures at the park entrance. He would also like to implement a system that will be able to monitor the amount traffic flow and gauge peak hours and dates for future reference. Furthermore, he would like to provide a tool for the Auditors to verify the park gate fee collections and provide more transparency and accountability at the toll booth.

One potential system would be a vehicle counter that can provide the County an accurate count of the amount of vehicles that enter the facility or any other system that can provide similar information such as cameras, video, etc...

FISCAL IMPACT: To be determined

PRIOR COMMISSIONERS COURT ACTION (IF ANY): None

RECOMMENDATION: Recommend approval to address a policy and procedure at the Ascarate Park toll booth and possibly establish a committee with staff in order to address this issue and make a future recommendation to Commissioners Court on possibly acquiring equipment and adopting new procedures on collection of gate fees.

COUNTY ATTORNEY APPROVAL

The attached document has been given legal review by the El Paso County Attorney's Office on behalf of the County of El Paso, its officers, and employees. Said legal review should not be relied upon by any person or entity other than the County of El Paso, its officers, and employees.

COUNTY ATTORNEY:

LEGAL REVIEW:

LEGAL REVIEW NOTES (If Applicable):

DATE:

SUBMITTED BY:

County Commissioner Sergio Lewis

Procedures Front Gate

Entrance Fee: \$1.00 per vehicle or \$5.00 per vehicle on Holiday

- Make sure the start up (\$200.00) for the day is correct
- The Beginning number of the tickets should be logged down in the Daily cash count sheet. If that number is not written down please write it down.
- At the end of the shift employee is to enter the ending number from the ticket sold on the daily cash count sheet.
- Write down the starting ticket on the next daily cash count sheet this is the number of the ticket that the next shift will start on.
- EVERY bill of denomination \$20 or higher must be marked with counterfeit pen at the time received.
- The Deposit money that is to be deposited is to be placed in the blue zipper bag. Inside the bag the gate worker is to include total collected money and the daily cash count sheet signed and dated.
- After the evening shift the change fund will be placed in a separate bag, noting that it is the change fund so that the morning shift can pick it up when they begin their shift the next day.
- Employee should reconcile the amount of money before depositing the bag into the safe. Employee must personally drop it into the safe.
- **Only Gate employees are allowed in the tollbooth.**
- Be extra careful when counting the money and logging it down.
- **Make sure you provide the customer with a ticket at all times.**
- Auditors – If they want to audit your register just ask to see a County ID. If they don't provide you with one DON'T allow them into your register.

