



Legislation Details (With Text)

File #: 19-861 **Version:** 1 **Name:**
Type: Resolution **Status:** Agenda Ready
File created: 9/4/2019 **In control:** BOARD OF SUPERVISORS
On agenda: 9/24/2019 **Final action:**
Title: Adopt Resolution Increasing Change Drawer Fund for the Community Development Department
Sponsors: Community Development
Indexes:
Code sections:
Attachments: 1. RESOLUTION TO Increase Change Drawer Fund

Date	Ver.	Action By	Action	Result
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MEMORANDUM

TO: Board of Supervisors
FROM: Michalyn DeValle, Community Development Director
Christine Hutt, Accountant
DATE: September 24, 2019
SUBJECT: Adopt Resolution Increasing Change Drawer Fund for the Community Development Department

EXECUTIVE SUMMARY:

Attached for your consideration is a resolution approving the increase of the change fund for the Community Development Department from \$75.00 (seventy-five dollars) to \$200.00 (two hundred dollars) in Budget Unit 2602.

The extensive proliferation of payments for cannabis permits being made in cash requires that change be given to the applicants, as applicants seldom have exact change for permits. The current amount of \$75.00 is inadequate for making change throughout the day, resulting in multiple trips by staff to the Treasury Department to exchange large bills for smaller denominations.

This action supports the Fiscal Crisis Management Plan's focus, III. Priorities: "Simplify internal processes causing duplication of work..."

FISCAL IMPACT: None
Estimated Cost:
Amount Budgeted:

Additional Request:
Annual Cost (if planned for future years):

FISCAL IMPACT (Narrative): None

STAFF IMPACT: (if applicable): None

RECOMMENDED ACTION: Adopt Resolution Increasing Change Drawer Fund for the Community Development Department