



Legislation Text

File #: 19-861, **Version:** 1

MEMORANDUM

TO: Board of Supervisors

FROM: Michalyn DelValle, 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