

MEMORANDUM

DATE: September 25, 2001
TO: The Board of Supervisors
FROM: Douglas H. Murrow, Director of Code Compliance
SUBJECT: Office of Code Compliance - Petty Cash Increase

In May, Code Compliance expanded services allowing permit fees to be paid at the Code Compliance counter in Building E. Since this time, the Code Compliance counter has been updated. This alteration included the installation of an additional cashier station and secure drawer. Based on four months of fee collection and the additional cashier station, the current amount of Petty Cash is inadequate.

Staff requests the Board approve an increase of the Code Compliance Petty Cash amount from \$50 to \$100.

Douglas H. Murrow

CONCUR:

John T. P. Horne

DHM/adw
pettycash2.mem

Attachment