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January 22, 2016

ECLEG JAN22'16 PM 1:01

The Honorable
Erie County Legislature
92 Franklin Street
Buffalo, New York 14202

Re: Authorizing an increase to ECSO Civil Enforcement Division's petty cash account

Honorable Members:

Attached please find a proposed resolution and accompanying memorandum requesting authorization to increase the Erie County Sheriff's Office Civil Enforcement Division's petty cash account.

Representatives of the Sheriff's Office will be available to answer any questions.

Very truly yours,

Timothy Howard

TIMOTHY B. HOWARD
SHERIFF OF ERIE COUNTY

Attachments

ACCOMPANYING MEMORANDUM

RE: Authorizing increase to ECSO Civil Enforcement Division's petty cash account

I. Summary of Recommended Action

The Sheriff's Office needs legislative approval to increase the balance maintained for the Civil Division's petty cash account.

II. Fiscal Implications of Proposal

None.

III. Reasons for Recommendation

The Erie County Sheriff's Office Civil Enforcement Division needs to increase the balance of its petty cash account from $200.00 to $300.00. The Civil Division has experienced a dramatic increase in the number of civil penalties and with that increase, more individuals have been paying civil penalties with cash. These payments are often paid with larger denomination U.S currency bills depleting the balance of smaller bills used to make correct change. This depletion of smaller bills has forced the Civil Division to utilize a Civil Deputy to travel to a bank and change the larger bills for smaller denomination bills for correct change.

IV. Consequence of Negative Action

Without legislative approval the Erie County Sheriff's Office will continue utilize a Civil Division Deputy to travel to a bank for the purposes of changing larger bills for smaller bills for the petty cash account.

V. Steps Following Approval of Measure

Certified copies are to be forwarded to the Division of Budget and Management, the Office of the Comptroller, and the Office of the Sheriff.

PROPOSED RESOLUTION

Re: Authorizing increase to ECSO Civil Enforcement Division's petty cash account

WHEREAS, the Erie County Sheriff's Office Civil Enforcement Division function is to serve, execute and receive monetary civil penalties; and

WHEREAS, the Civil Division conducts numerous cash transactions throughout the week for civil penalties; and

WHEREAS, there is an increasing number of transactions settled with large denomination U.S. currency which forces the clerk to provide change utilizing smaller denomination U.S. currency from the division's petty cash account; and

WHEREAS, the Civil Division is sending a Civil Deputy to a bank to change the larger denominations into smaller bills for change; and

WHEREAS, an increase to the Civil Enforcement Division's petty cash account can eliminate trips to a bank to acquire change for larger U.S. Currency bills.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature does hereby authorize the Erie County Sheriff's Office Civil Enforcement Division to increase its petty cash account by $100.00 from $200. 00 to $300.00; and be it further

RESOLVED, that certified copies be forwarded to the Division of Budget and Management, the Office of the Comptroller, and the Office of the Sheriff.