



# MEMORANDUM

**DATE:** November 06, 2012

**TO:** Judie Zimomra, City Manager

**FROM:** Harold Law, Building Official

**SUBJECT:** Report file corrections in HTE

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During the 2012 budget City Council approved a budget amendment in the amount of \$5941.00 for over time to update old files in HTE. This project was intended to prepare for the conversion to Munis and to improve reporting capabilities using HTE until the conversion is completed. To update all the files in question have been updated and the total amount spent was \$829.49.

HL/me