

MEMORANDUM

PLACER COUNTY AUDITOR CONTROLLER COUNTY OF PLACER

To: Honorable Board of Supervisors

From: Katherine J. Martinis, CPA, Auditor-Controller *KJM*

Date: January 10, 2012

Subject: Establish a \$10,000 "buy money" petty cash fund for the Placer Special Investigations Unit (SIU) Multi-Agency Task Force.

Action Requested

Request Board approval to establish a "buy money" petty cash fund for the Placer Special Investigations Unit (SIU) Multi-Agency Task Force. The amount requested is \$10,000. Funds are available in Appropriation 21780.

Background

These funds will be used and are restricted in their use to activities related to the SIU Task Force. Funds will be used strictly for investigative resources and buy money. All Placer County internal control procedures will be adhered to in regards to this "buy money" petty cash fund.

Fiscal Impact

There is no fiscal impact.

Attachments: Resolution
Memo from Sheriff
Supporting Documentation from Sheriff

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF PLACER, STATE OF CALIFORNIA**

**In the matter of: A Resolution to establish a
\$10,000 "buy money" petty cash fund for the
Placer Special Investigations Unit (SIU)
Multi-Agency Task Force.**

Resol. No. _____

**The following Resolution was duly passed by the Board of Supervisors of
the County of Placer at a regular meeting held January 10, 2012 by the
following vote on roll call:**

Ayes:

Noes:

Absent:

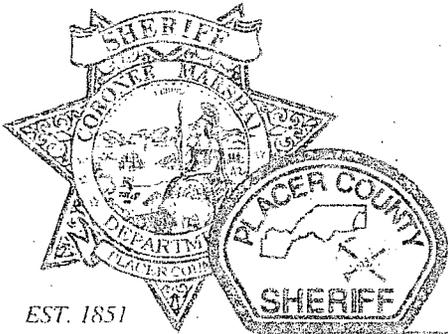
Signed and approved by me after its passage.

Chairperson, Board of Supervisors

**Attest:
Clerk of said Board** _____

WHEREAS, the Placer County Board of Supervisors desires to establish a \$10,000 "buy money" petty cash fund for the Placer Special Investigations Unit (SIU) Multi-Agency Task Force. Monies will be secured to provide control measures.

NOW THEREFORE, BE IT HEREBY RESOLVED by the Board of Supervisors of the County of Placer, State of California, that this resolution approves the establishment of the petty cash account for the Placer County Sheriff's Department.



PLACER COUNTY
SHERIFF
CORONER-MARSHAL



MAIN OFFICE
2929 RICHARDSON DR.
AUBURN, CA 95603
PH: (530) 889-7800 FAX: (530) 889-7899

TAHOE SUBSTATION
DRAWER 1710
TAHOE CITY, CA 96145
PH: (530) 581-6300 FAX: (530) 681-6377

EDWARD N. BONNER
SHERIFF-CORONER-MARSHAL

DEVON BELL
UNDERSHERIFF

To: Katherine Martinis, Auditor-Controller
From: Edward N. Bonner, Sheriff-Coroner-Marshall *Edward N. Bonner*
Date: December 6, 2011
Subject: "Buy Money" for Placer County Special Investigation Unit (SIU)

The purpose of this memorandum is to request an approval from the Board of Supervisors to establish the Imprest Cash Revolving Fund (petty cash) "buy money" for the Placer Special Investigations Unit (SIU) Multi-Agency Task Force. The amount requested is \$10,000. The funds are available in Appropriation 21780. These funds will be used and are restricted in their use to activities related to the SIU Task Force. They will be used strictly for investigative resources and buy money. The custodian of this account will be the Task Force Commander William Olson with the Bureau of Narcotic Enforcement Agency. All Placer County internal control procedures will be adhered to in regards to this "buy money" petty cash fund.

Attached is the approved modified grant award which authorizes the confidential petty cash fund of \$10,000. The monies will be secured at the Task Force office at 4220 Rocklin Road Suite 3, Rocklin.

attachment

2011 DEC -8 AM 11:09
AUDITOR-CONTROLLER

Cal EMA Grant Award Modification

MAIL TO: California Emergency Management Agency
3650 Schriever Ave.
Mather, CA 95655

Check correct branch:

- Drug Enforcement V. Justice & Childrens
 Crime & Gangs DV, SA, & VW

1. Award # ZA09010310

2. Modification # 2

3. Recipient/Implementing Agency County of Placer

4. Project Title: ADA Enforcement Team Recovery Act Program

5. Contact Person: Rosie Dreher

Phone: (530) 889-7821 Ex: _____ Fax: (530) 886-3898

Email Address: RDreher@placer.ca.gov

6. Grant Period: 03/01/2010 to 02/28/2012

7. Payment Mailing Address: 2929 Richardson Drive Auburn, CA 95603

Check here if new.

8. Revision to Budget

Grant	Current Allocation (CA) Select Acronym from list	Grant Funds				Required Match				Total
		A. Personal Services	B. Operating Expenses	C. Equipment	Fund Total	A. Personal Services	B. Operating Expenses	C. Equipment	Match Total	
09	JAGO	\$26,615	\$302,490	\$7,018	\$336,123				\$0	\$336,123
Yr	Select				\$0				\$0	\$0
Yr	Select				\$0				\$0	\$0
Yr	Select				\$0				\$0	\$0
Proposed Change (PC) [add (+) or subtract (-) from budgeted amount]										
09	JAGO	\$11,954	(\$10,958)	(\$996)	\$0				\$0	\$0
Yr	Select				\$0				\$0	\$0
Yr	Select				\$0				\$0	\$0
Yr	Select				\$0				\$0	\$0
Revised Allocation (RA)										
09	JAGO	\$38,569	\$291,532	\$6,022	\$336,123	\$0	\$0	\$0	\$0	\$336,123
Yr	Select	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Yr	Select	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Yr	Select	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Check when completed

9. Justification for Modification: (If necessary, continue the justification on page 3.)

to move funds from Operating Expense not spent by HHS to Personnel Services for Deputy Sheriff salary and benefits.

10. Local Approvals

Edward N. Bonner

Katherine J. Martinis

Project Director (typed name)

Financial Officer (typed name)

Edward N. Bonner

Katherine J. Martinis

Project Director Signature

Date: 9-19-11

Financial Officer Signature

Date: 10/25/11

CalEMA Approval Signatures

CalEMA USE ONLY

Program Specialist

Date:

Section Chief

Date:

Grants Processing

Date:

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BUDGET CATEGORY AND LINE-ITEM DETAIL

2010-2012

A. Personnel Services - Salaries/Employee Benefits

page 1

Budget

2010-2012

<u>DEPUTY SHERIFF II</u>			175 hours	7-1-10 thru 6-30-11	
Salary	\$39.68 per hour				\$6,944
Uniform Allowance					\$85
					<u>\$7,029</u>
PERS	33.86%				\$2,351
FICA	7.65%				\$531
Post employment costs					\$633
Group Ins.					\$1,078
W. Comp	1.48%				\$103
					\$11,335
<u>DEPUTY SHERIFF II</u>			175 hours	7-1-11 thru 2-28-12	
Salary	\$40.90 per hour				\$7,088
Uniform Allowance					\$85
					<u>\$7,173</u>
PERS	33.86%				\$2,404
FICA	7.65%				\$549
Post employment costs					\$645.54
Group Ins.					\$1,078
W. Comp	1.48%				\$106
					\$11,955
<u>EVIDENCE TECH. 15%</u>			312 hours		
Salary					\$9,456
Uniform allowance					\$266
					<u>\$9,722</u>
PERS	22.20%				\$2,158
FICA	7.65%				\$744
Post employment costs					\$890
Group Ins.					\$1,714
W. Comp	0.53%				\$52
					\$15,279
CATEGORY TOTAL					\$38,569

BUDGET CATEGORY AND LINE-ITEM DETAIL		2010-2012
B. Operating Expenses		Budget
page 2		
2010-2012		
COMMANDER		
Overtime & benefits	per hours cost	\$73
15 hours per month	x 20 months	\$21,958
DA Prosecutor/Investigator		
Salary	1000 hours	\$66,754
Benefits		
PERS		\$22,157
FICA		\$5,107
Employee Group Insurance		\$5,940
Workers Comp		\$2,523
Post employments costs		\$3,872
		\$106,353
Deputy Probation Officer		
Salary	800 hours	\$25,280
Benefits		
PERS	33.86%	\$8,560
FICA	7.65%	\$1,934
Group Insurance		\$9,176
Workers Comp	1.59%	\$402
Post employment costs		\$2,275
		\$47,627
Client Services Practitioner - HHS		
Salary	\$37.27 per hour - 70 hrs	\$2,609
Benefits		
PERS	33.86%	\$883
FICA	7.65%	\$200
Group Insurance		\$1,606
Workers Comp	1.59%	\$41
Post employment costs		\$197
		\$5,536
Salary for Auburn Police Officer		
Salary	1100 hours	\$28,886
Benfits		
Employee Group Insurance		\$8,360
Retirement		\$7,170
FICA		\$381
		\$44,797
Overtime for Allied Agencies		\$30,100
		\$30,100
Toxicology		\$5,000
		\$5,000
CATEGORY SUB-TOTAL		\$261,370

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BUDGET CATEGORY AND LINE-ITEM DETAIL

2010-2012

B. Operating Expenses

page 3

Budget

2010-2012

MODIFICATION

Training - Supervising High Risk Warrants Course

6 people/3 days

Tuition \$224 each \$1,344

Hotel \$110 per night \$990

Travel \$185 each \$1,110

per diem \$249 each \$1,494

\$4,938

Desk Top computers 2 @ \$1500 each

\$3,000

Digital Body Wire Recorder

\$4,000

Digital Camcorder with 120GB Hard Drive 3 @ \$450 each

\$1,350

22X50 Binoculars 8 @ \$150 each

\$1,200

46" 1080p LCD DHTV

\$850

Progressive Scan DVD Recorder with VHS VCR

\$275

6 Ranger Vests

\$2,446

Buy Money

\$10,000

Training - CNOA

2 Deputies/3 days

Tuition - \$495 per person \$990

Hotel - \$352 per person \$704

Per diem - \$204 per person \$408

\$2,102

CATEGORY SUB-TOTAL

\$30,161

CATEGORY TOTAL

\$291,531

BUDGET CATEGORY AND LINE-ITEM DETAIL

2010-2012
Budget

C. Equipment

page 4

2010-2012

MODIFICATION

CelleBrite

\$6,022

Hand-held, Cellular exploitation device

Extracts informatnion such as phone books, pictures, video,
text messages, call logs from 95% of all cell phones and PDS's

CATEGORY TOTAL

\$6,022

PROJECT TOTAL

\$336,123

FUND DISTRIBUTION

FEDERAL

STATE

CASH MATCH

IN-KIND MATCH

1. Amount of Funds

\$336,123

2. Percentage of Funds

100%