

**MEMORANDUM**  
OFFICE OF THE  
**AUDITOR-CONTROLLER**  
COUNTY OF PLACER

**To:** Honorable Board of Supervisors

**From:** Andrew C. Sisk, Auditor-Controller *ACS*

**Date:** April 09, 2013

**Subject:** Adopt a resolution to establish a \$5,333 "buy money" petty cash fund for the Sheriff's Special Operations Investigations for Marijuana Suppression Program (MSP).

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**Action Requested**

Adopt a resolution to establish a \$5,333 "buy money" petty cash fund for the Sheriff's Special Operations Investigations for Marijuana Suppression Program (MSP). The amount requested is \$5,333. Funds are available in Appropriation 21780.

**Background**

These funds will be used and are restricted in their use to activities related to the marijuana suppression and eradication operations. Funds will be used strictly for "confidential" 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 \$5,333 "buy money" petty cash fund for the Sheriff's Special Operations Investigation for Marijuana Suppression Program (MSP).**

**Resol. No. \_\_\_\_\_**

**The following Resolution was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held April 09, 2013 by the following vote on roll call:**

**Ayes:**

**Noes:**

**Absent:**

**Signed and approved by me after its passage.**

\_\_\_\_\_  
**Chairperson, Board of Supervisors**

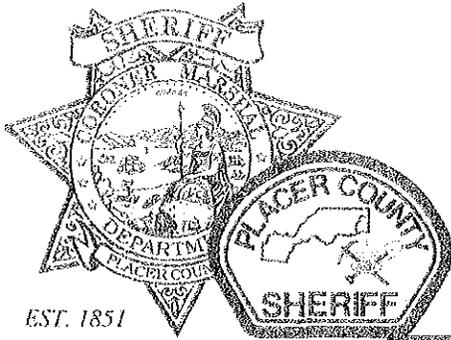
**Attest:**

**Clerk of said Board** \_\_\_\_\_

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**WHEREAS**, the Placer County Board of Supervisors desires to establish a \$5,333 "buy money" petty cash fund for the Sheriff's Special Operations Investigation for Marijuana Suppression Program (MSP). 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

*EM Bonner*  
AEB  
3/12/13

**To:** Andrew C. Sisk, Auditor-Controller  
**From:** Edward N. Bonner, Sheriff-Coroner-Marshal  
**Date:** March 1, 2013  
**Subject:** "Buy Money" for the Special Operations Investigations

The purpose of this memorandum is to request your approval to establish the Imprest Cash Revolving Fund (petty cash) "buy money" for the Sheriff's Special Operations Investigation for Marijuana Suppression Program (MSP). The amount requested is \$5,333. The funds are available in Appropriation 21780. These funds will be used and are restricted in their use to activities related to the marijuana suppression and eradication operations. They will be used strictly for confidential "buy money". The custodian of this account will be Sergeant Brad McKenzie. All Placer County internal control procedures will be adhered to in regards to this "buy money" petty cash fund.

Attached is the approved MSP grant award and documentation which authorizes the confidential petty cash fund of \$5,333. The monies will be secured at the Placer County Sheriff Office, 2929Richardson Dr, Auburn, CA 95603.

attachment



February 10, 2012

Mr. Edward Bonner  
Sheriff, Coroner  
County of Placer  
2929 Richardson Drive  
Auburn, CA 95603

Subject: **Approval of Subgrant Amendment #3**  
Marijuana Suppression Program  
Award #: **MS10010310**

Dear Mr. Bonner:

The California Emergency Management Agency (CalEMA) has received and approved the enclosed subgrant amendment request, for the subject grant.

All other agreements shall remain as previously agreed upon.

Please contact your Program Specialist if you have any questions about this amendment.

PSVS GRANTS PROCESSING

Enclosure

c: Subgrantee file

560

**California Emergency Management Agency**

GRANT AWARD NO. MS10010310 ✓

**GRANT AWARD AMENDMENT**

AMENDMENT NO. 3 ✓

THIS AMENDMENT, made and entered into on December 14, 2011 by and between the  
 (Date)  
 California Emergency Management Agency, hereafter designated Cal EMA, and the following Administrative Agency  
 County of Placer ✓ hereafter called the Recipient.

WITNESSETH: That the Recipient agrees to the amendment of this Grant Award Agreement as specified below:

Grant Award Agreement MS10010310 between the parties hereto is hereby Amended to:

To change ending date of 11JAG0 and the grant award from June 30,2012, to June 30,2013.

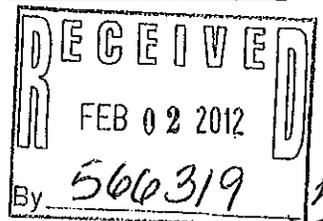
This grant has the following Special Conditions:

- 09JAG0 Federal Funds will not be affected by this action;
- 11JAG0 can be expended beginning July 1, 2011, and must be expended by June 30, 2013. A final 2-201 must be received by Cal EMA by July 31, 2013. This condition will reduce the liquidation period to zero days.

All other provisions of this agreement shall remain as previously agreed upon.

IN WITNESS WHEREOF, this Grant Award Amendment has been executed by the parties hereto, upon the date written above.

CALIFORNIA EMERGENCY MANAGEMENT AGENCY <small>(for Cal EMA use only)</small>			RECIPIENT			
BY (AUTHORIZED SIGNATURE) 			RECIPIENT County of Placer			
PRINTED NAME OF PERSON SIGNING Peggy Okabayashi			BY (AUTHORIZED SIGNATURE) 		DATE 1-30-12	
TITLE Assistant Secretary			PRINTED NAME AND TITLE OF PERSON SIGNING Edward N. Bonner, Sheriff-Coroner-Marshal /			
DATE 2/8/12			ADDRESS 2929 Richardson Drive, Auburn, CA 95603			
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ <u>40</u>		PROGRAM/CATEGORY (CODE AND TITLE) <u>40-30-560</u>		FUND TITLE <u>Federal Trust</u>		
PRIOR AMOUNT ENCUMBERED FOR THIS GRANT AWARD	MATCH	ITEM	CHAPTER	STATUTE	FISCAL YEAR	
\$ <u>505,326</u>	<u>NONE</u>	<u>0690-102-0890</u>	<u>33</u>	<u>2011</u> <del>2009</del>	<u>2011/2012</u> <del>2009/2010</del>	
TOTAL AMOUNT ENCUMBERED TO DATE \$ <u>505,326</u>		PCA NUMBER <u>18301</u>		PROJECT NUMBER <u>11 JAG0</u>		
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.					FEDERAL CATEGORY NUMBER <u>16.738</u>	
SIGNATURE OF Cal EMA FISCAL OFFICER 			DATE <u>2/7/12</u>			



# Cal EMA Grant Award Modification

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

Check correct branch:

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

1. Award # MS10010310 ✓  
2. Modification #: 4 ✓

(Indicate branch on envelope)

3. Recipient/Implementing Agency County of Placer  
4. Project Title: Marijuana Suppression Program  
5. Contact Person: Virginia Valenzuela Phone: (530) 886-5386 Ex: \_\_\_\_\_ Fax: (530) 886-3898  
Email Address: vvalenzu@placer.ca.gov 6. Grant Period: 07/01/2010 to 06/30/2013 ✓  
7. Payment Mailing Address: 2929 Richardson Dr., 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	\$164,789	\$78,756	\$31,455	\$275,000				\$0	\$275,000
11	JAGO	\$172,868	\$58,058		\$230,926				\$0	\$230,926
Yr	Fund				\$0				\$0	\$0
Yr	Fund				\$0				\$0	\$0
<b>Proposed Change (PC)</b> [add (+) or subtract (-) from budgeted amount]										
09	JAGO				\$0				\$0	\$0
11	JAGO	<i>NO change</i>			\$0				\$0	\$0
Yr	Fund				\$0				\$0	\$0
Yr	Fund				\$0				\$0	\$0
<b>Revised Allocation (RA)</b>										
09	JAGO	\$164,789	\$78,756	\$31,455	\$275,000	\$0	\$0	\$0	\$0	\$275,000
11	JAGO	\$172,868	\$58,058	\$0	\$230,926	\$0	\$0	\$0	\$0	\$230,926
Yr	Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Yr	Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Check when completed

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

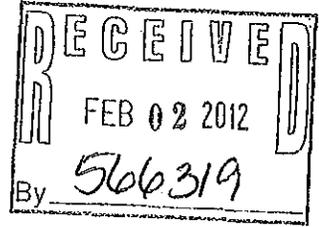
To change ending date of 11JAGO and the grant award from June 30,2012, to June 30,2013.

### 10. Local Approvals

Edward N. Bonner Katherine J. Martinis  
Project Director (typed name) Financial Officer (typed name)  
Edward N. Bonner 1-30-12 Katherine J. Martinis 1/31/12  
Project Director Signature Date: Financial Officer Signature Date:

### Cal EMA Approval Signatures

**Cal EMA USE ONLY**  
Lauree Ballard 2-2-12 Wendy J. [Signature] 2/2/12  
Program Specialist Date: Section Chief Date:  
Christina R. Perkins 2/2/12  
Grants Processing Date:



A. Personal Services - Salaries/Employee Benefits			09JAG0	11JAG0	COST
1) <u>DEPUTY SHERIFF II - 100%</u>					\$0
2010-2011					\$0
		Base Salary (\$6071/mo)	\$76,500		\$0
		Uniform Allowance	\$1,065		\$0
			\$77,565		\$0
		Benefits for Deputy			\$0
	PERS	30.86%	\$23,937		\$0
	FICA	7.65%	\$5,934		\$0
	Employee Health Insurance		\$9,834		\$0
	W. Comp.	3.04%	\$2,360		\$0
	Employee Benefit Charges		\$901		\$0
	Other Post Employment Benefits		\$5,239	\$125,769	\$125,769
2) <u>DEPUTY SHERIFF II - 100%</u>					\$0
2011-2012					\$0
		Base Salary (\$6494/mo)	\$77,933		\$0
		Uniform Allowance	\$1,065		\$0
			\$78,998		\$0
		Benefits for Deputy			\$0
	PERS	35.10%	\$27,728		\$0
	FICA	7.65%	\$6,043		\$0
	Employee Health Insurance		\$11,132		\$0
	W. Comp.	0.75%	\$591		\$0
	Employee Benefit Charges (5310)		\$6,523		\$0
	Other Post Employment Benefits		\$5,750	\$136,765	\$136,765
3) <u>OVERTIME</u>					\$0
2010-2011					\$0
For Marijuana Eradication Team:					\$0
	Deputies (Avg. rate)				\$0
	576.5 hrs @ \$62.42		\$35,968		\$0
	Overtime Benefits:				\$0
	FICA	7.65%	\$2,752		\$0
	W. Comp	0.75%	\$301	\$39,020	\$39,020
2011-12					\$0
For Marijuana Eradication Team:					\$0
	Deputies (Avg. rate)				\$0
	500 hrs @ \$65.51		\$32,755		\$0
	Overtime Benefits:				\$0
	FICA	7.65%	\$2,506		\$0
	W. Comp	0.75%	\$243	\$35,503	\$35,503
Personal Services Section Totals			\$164,789	\$172,268	
PERSONAL TOTAL					\$337,056





## LEVS Budget Summary Report

**MS10 Marijuana Suppression**  
 Placer County  
 Marijuana Suppression Program (MSP)

**Award #: MS10 01 0310**  
**Award Period: 07/01/10 - 06/30/13**  
**Latest Request: December 2011, Not Final 201**

**A. Personal Services - Salaries/Employee Benefits**

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
F	09JAG0	164,789	164,789	0	0	0
F	11JAG0	172,268	28,866	143,402	33,555	109,847
<b>Total A. Personal Services - Salaries/Employee Benefits:</b>		<b>337,057</b>	<b>193,655</b>	<b>143,402</b>	<b>33,555</b>	<b>109,847</b>

**B. Operating Expenses**

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
F	09JAG0	78,756	67,127	11,629	0	11,629
F	11JAG0	58,058	1,434	56,624	1,077	55,547
<b>Total B. Operating Expenses:</b>		<b>136,814</b>	<b>68,561</b>	<b>68,253</b>	<b>1,077</b>	<b>67,176</b>

**C. Equipment**

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
F	09JAG0	31,455	31,455	0	0	0
F	11JAG0	0	0	0	0	0
<b>Total C. Equipment:</b>		<b>31,455</b>	<b>31,455</b>	<b>0</b>	<b>0</b>	<b>0</b>

	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
<b>Total Local Match:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Funded:</b>	<b>505,326</b>	<b>293,671</b>	<b>211,655</b>	<b>34,632</b>	<b>177,023</b>
<b>Total Project Cost:</b>	<b>505,326</b>	<b>293,671</b>	<b>211,655</b>	<b>34,632</b>	<b>177,023</b>

F/S/L (Funding Types): F=Federal, S=State, L=Local Match

Paid/Expended=posted in ledger w/Claim Schedule, Pending=Processed, but not yet in Claim Schedule

02/09/12

566