



COUNTY OF HUMBOLDT

For the meeting of: 2/9/2021

File #: 21-113

To: Board of Supervisors

From: Sheriff

Agenda Section: Consent

SUBJECT:

Resolutions to Authorize and Increase Revolving Petty Cash Funds for the Humboldt County Drug Task Force and Sheriff's Administration and Resolution to Rescind the Revolving Petty Cash Fund for Sheriff-Coroner-Public Administrator

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve Resolution No. ____ to authorize and increase the revolving petty cash fund for the Humboldt County Drug Task Force (DTF) from \$3,140.00 to \$5,000.00 for use by DTF operations (Attachment 1);
2. Approve Resolution No. ____ to authorize and increase the revolving petty cash fund for the Humboldt County Sheriff's Administration from \$1,030.00 to \$2,000.00 for use by the Sheriff or his designees (Attachment 2); and
3. Approve Resolution No. ____ to rescind Resolution 16-08 to eliminate the \$1,000.00 revolving petty cash fund for the Sheriff-Coroner-Public Administrator (Attachment 3).

SOURCE OF FUNDING:

DTF Asset Forfeiture Trust Fund 3644

County Cash Pool

DISCUSSION:

The DTF has a revolving petty cash fund that it uses on a regular basis for operations in the amount of \$3,140.00. Due to timing of processing replenishments, there have been multiple occasions that the fund is not replenished before it is needed again. In order to not impede operations, the DTF Executive Board at their January 15th, 2021 meeting has requested the revolving fund be increased to \$5,000.00. The proposed resolution shall supersede any prior resolutions related to the DTF revolving fund.

The Sheriff's Administration has a revolving petty cash fund in the amount of \$1,030.00 that is used only in urgent situations where cash is necessary and has asked to increase that fund to \$2,000.00. The proposed resolution shall supersede any prior resolutions related to the Sheriff's Administration revolving fund.

The Sheriff-Coroner-Public Administrator office has a revolving petty cash fund in the amount of \$1,000.00 that it would like to close. In the event the Sheriff-Coroner-Public Administrator needs petty cash, then it would be able to request it from the Sheriff's Administration petty cash fund.

FINANCIAL IMPACT:

The \$1,860 in funds needed to increase the DTF revolving petty cash fund to \$5,000.00 would be reallocated from the cash in the DTF Asset Forfeiture Trust Fund Account 3644 into a cash box that is securely stored, monitored, and operated by the DTF petty cash custodian Lieutenant Shawn Sopoaga.

The \$970.00 in funds needed to increase the Sheriff's Administration revolving petty cash fund to \$2,000.00 would be reallocated from the county's cash pool into a cash box that is securely stored, monitored and operated by the Sheriff's Administration petty cash custodian Sheriff William Honsal.

The \$1,000.00 in funds from the Sheriff-Coroner-Public Administrator revolving petty cash account would be returned to the county's cash pool.

The net impact of these requests to the county's cash pool is an increase of \$30.00. Approval of this request would have no impact on the General Fund.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by providing community-appropriate levels of service .

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may deny the request to make these changes to the three revolving petty cash funds, however it is not recommended as it could impede efficient operations of the DTF and Sheriff.

ATTACHMENTS:

Attachment 1 - Resolution Authorizing and Increasing DTF Petty Cash

Attachment 2 - Resolution Authorizing and Increasing Sheriff Administration Petty Cash

Attachment 3 - Resolution Rescinding Resolution 16-08

Attachment 4 - Resolution 16-08

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A