

# CLARK COUNTY STAFF REPORT



**DEPARTMENT:** Clark County Sheriff's Office

**DATE:** February 16, 2016

**REQUESTED ACTION:**

Authorize an increase of the Clark/Vancouver Drug Task Force (DTF) Petty Cash Fund from \$300 to \$1,000.

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**BACKGROUND**

The Clark Vancouver Drug Task Force (DTF) was formed in 1988. Soon after the DTF was established, a "petty cash" fund (currently \$300) was put into place to assist with everyday miscellaneous expenses that occur while conducting drug investigations. The current activity level for the DTF petty cash fund is about \$150-\$200 per month on average, but can be higher.

The current limit of \$300 has become insufficient, requiring that it be replenished every month or two. Increasing the amount to \$1,000 would save time and effort for both DTF employees and the Auditor's Office Accounts Payable unit. It would also reduce the potential of exhausting the fund before a replenishment can be processed.

The Clark/Vancouver DTF is governed by a board consisting of the Sheriff, Vancouver Police Chief, Clark County Prosecuting Attorney and a representative from the Washington State Patrol. On 01/22/16, the board approved the increase from \$300 to \$1,000. The petty cash fund will continue to be audited quarterly by the Sheriff's Office and periodically by the County Auditor's Office.

**ADMINISTRATIVE POLICY IMPLICATIONS**

None

**COUNCIL POLICY IMPLICATIONS**

None

**PREVIOUS REVIEWS AND ACTIONS**

None

**COMMUNITY OUTREACH**

None

**BUDGET IMPLICATIONS**

YES	NO	
X		Action falls within existing budget capacity.
	X	Action falls within existing budget capacity but requires a change of purpose within existing appropriation
	X	Additional budget capacity is necessary and will be requested at the next supplemental. If YES, please complete the budget impact statement. If YES, this action will be referred to the county council with a recommendation from the county manager.

*me  
OK  
N*

SUBMITTED BY: Darin Rouhier  
DATE: February 8, 2016

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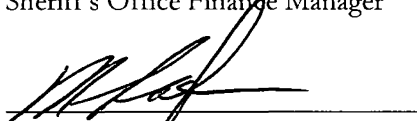
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CLARK COUNTY SHERIFF'S OFFICE APPROVALS:




Darin Rouhier  
Sheriff's Office Finance Manager



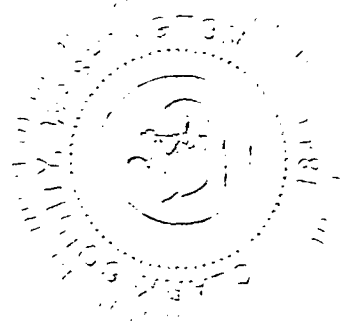
Mike Cooke  
Undersheriff

Attachments:  
None

APPROVED:   
CLARK COUNTY, WASHINGTON  
BOARD OF COUNTY COUNCILORS

DATE: Feb. 16, 2016

SR# SR 035-16



**COUNTY MANAGER ACTION\RECOMMENDATION**

**By:** Mark McCauley

**Date:**

**SR Number:**

**REQUESTED ACTION:**

Authorize an increase of the Clark/Vancouver Drug Task Force (DTF) Petty Cash Fund from \$300 to \$1,000.

**COUNTY MANAGER RECOMMENDATION:**

<b>Action</b>	<b>Conditions</b>	<b>Referral to council?</b>
<i>Approval\denial</i>	<i>Enter conditions or requests here</i>	<i>Yes\No</i>

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**Mark McCauley**  
**Acting County Manager**

**DISTRIBUTION**

N/A