

## **REQUEST FOR BOARD ACTION**

### **HENDERSON COUNTY BOARD OF COMMISSIONERS**

**MEETING DATE:** January 6, 2014

**SUBJECT:** Budget Amendment - Sheriff's Office Request to Use Drug Seizure Funds to Pay for Postage and Envelopes for a Citizen Survey

**PRESENTER:** Sheriff Charles McDonald

**ATTACHMENTS:** Yes

1. Itemization of Postage and Envelope Costs
2. DOJ Email Re Permissible Use of Drug Forfeiture Funds
3. Budget Amendment

#### **SUMMARY OF REQUEST:**

The Board is requested to approve the Sheriff's request to have Western Carolina University print and mail citizen surveys for the Sheriff's Office to Henderson County residents. The Sheriff's Department recommends the use of drug seizure funds to pay for the postage and envelope costs. The costs total \$8,445. However, Western Carolina will cover the \$1,665 in printing costs.

The Board is requested to approve a Budget Amendment to allow the use of \$6,780 in drug seizure funds for these expenses.

#### **BOARD ACTION REQUESTED:**

The Board is requested to approve the use of Western Carolina University to print and mail citizen surveys of the Sheriff's Office to residents of Henderson County and to approve the budget amendment to fund the costs of envelopes and mailing the survey from drug seizure funds.

#### **Suggested Motion:**

*I move the Henderson County Board of Commissioners approve the services of Western Carolina University in printing and mailing a citizen survey of the Sheriff's Office and to use drug seizure funds to pay for the expenses.*

**From:** Todd Collins [<mailto:tcollins@email.wcu.edu>]  
**Sent:** Monday, November 18, 2013 9:18 AM  
**To:** Kelly Hogan  
**Cc:** Rodney Raines  
**Subject:** RE: HCSO Quality of Service survey feedback

Hello Kelly and Rodney,

We've received a proof from our print shop and it looks really good. I know that you all are looking at funding and that sending out so many will be pricy, so here's my suggestion:

1. Cut down the number we send out to 4,500. That should still give us enough back to do some useful analysis, and would reduce postage costs.
2. We should have money in our budget to cover the printing costs. It should go down as well with fewer copies. So that would put us at:

Printing: \$1,665 (4500 copies – this is my estimate, not official from our print shop, and we'd cover it)

Postage (outgoing): \$4140 (cost for larger envelope for 4500)

Postage (return envelope): \$2,070 (each survey will include a self-addressed and stamped envelope)

Envelopes: \$570

Total from HCSO: \$6,780

Feel free to give me a call (828 227-3898) or email and let me know if you think this would work. I hope we can work something out as our graduate students have worked hard on this and I'd love for them to be able to see this to completion.

Thanks,

Todd

Todd A. Collins, JD, PhD  
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Associate Professor, Dept. of Political Science  
360A Stillwell Building  
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From: afmls.aca [<mailto:afmls.aca@usdoj.gov>]  
Sent: Tuesday, November 12, 2013 3:48 PM  
To: Chris Denny  
Cc: Penny, Tanya; Insley, Anne  
Subject: RE: Asset Forfeiture Spending

Good afternoon Lt. Denny,

The Guide to Equitable Sharing for State and Local Law Enforcement Agencies (April 2009), Section VIII.A.1.d, allows for the cost of office supplies, which includes postage and printing costs. Accordingly, the cost for printing and postage to complete a crime study as listed below are a permissible use of equitably shared funds.

Thank you,

U.S. Department of Justice

Asset Forfeiture and Money Laundering Section

[www.justice.gov/criminal/afmls](http://www.justice.gov/criminal/afmls)<<http://www.justice.gov/criminal/afmls>>

