

# Amendment to Agreement

## City-County Special Investigations Unit (CCSIU)

1. This amendment (Amendment) is made by the Billings Police Department and the Yellowstone County Sheriff's Office, parties to the agreement dated January 13, 2020.
2. The Agreement is amended as follows:

### **Petty Cash and Forfeiture Fund:**

Agencies involved in the City-County Special Investigations Unit will each place **SIX NINE THOUSAND DOLLARS (~~\$6,000.00~~ \$9,000.00)** into the Petty Cash Fund. The monies will be utilized by the Unit for buys and informants. As financial transactions take place, an equal amount of monies will be deducted from each agency's monies. The Supervisor of the Unit will be responsible for administering the monies as needed and keeping a running log of all expenditures, to include incident numbers and reason for the purchases(s). The money log will be audited by the Yellowstone County Auditor or his/her representative, on a quarterly basis. A copy of the audit will be submitted to the Captain of Investigations or his designee.

### **Replacement of the Petty Cash Fund will be accomplished by the following procedures:**

#### **City of Billings**

The Unit supervisor will make a written request through the Captain in charge of Investigations or his designee, who, in turn, will approve the request and submit it to the City Finance & Administrative Services Department. The City Financial Services Manager will direct monies to the Unit supervisor, who will deposit the reimbursement back to the Petty Cash Fund.

#### **Yellowstone County:**

The Unit Supervisor will make a written request to the Yellowstone County purchasing department to replenish their portion of the fund.

3. Except as set forth in this Amendment, the Agreement is unaffected and shall continue in full force and effect in accordance with its terms. If there is conflict between this amendment and the Agreement or any earlier amendment, the terms of this amendment will prevail.

THIS AMENDMENT IS EXECUTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor, City of Billings

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Commissioner

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Denise Bohlman, City Clerk  
City of Billings

\_\_\_\_\_  
Jeff Martin  
Clerk and Recorder  
Yellowstone County

Approved as to form:

\_\_\_\_\_  
Brent Brooks, City Attorney  
City of Billings