



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: May 28, 2019

DATE: Friday, May 24, 2019
TO: Board of County Commissioners
FROM: Amber Howell, Director, Human Services Agency
ahowell@washoecounty.us 775-785-8600

THROUGH: Kate Thomas, Assistant County Manager

SUBJECT: Recommendation to acknowledge a FY19 budget adjustment in the Human Services Agency (HSA), including Fund 228 – Child Protective Services (CPS) by moving [\$30,000] into the travel line item budget and [\$25,000] into the travel non-county employee item budget (net impact to CPS Fund is zero); and approve a FY19 budget adjustment in HSA Fund 221 – Indigent Assistance by moving [\$31,000] into the food purchases line item budget (net impact to Indigent Assistance Fund is zero) (All Commission Districts)

SUMMARY

Notify the Board of County Commissioners of the adjustments to the Human Services Agency travel line item budget and travel non-county line item budget in Fund 228 – Child Welfare, and approve of the adjustment to the food purchases line item budget in Fund 221 – Indigent Assistance.

Strategic Objective supported by this item: Safe, secure and healthy communities

PREVIOUS ACTION

The Board previously approved the Human Service Agency's Fund 221 – Indigent Assistance and Fund 228 – Child Welfare FY19 budgets at the May 22, 2018 meeting under item 14.

BACKGROUND

The Agency is requesting retroactive authority to make the food purchase as they have already occurred however were not previously authorized.

Section 5.353(3)(c) of the Washoe County code states that “It is the department head’s responsibility to make appropriate adjustments to the department's budget throughout the year to ensure sufficient funds are available in the department's travel account or special account to pay for such travel...”

AGENDA ITEM # _____

Section 5.356(2) of the Washoe County code indicates travel reallocations, as outlined above, shall be "...reported to the county manager and the board of county commissioners at the next regular meeting of the board and recorded in the minutes of the meeting."

FISCAL IMPACT

There are sufficient funds within Fund 228 and Fund 221.

<u>Account Number</u>	<u>Description</u>	<u>Increase (Decrease)</u>
228-CC-280650	711210 – Travel	\$30,000
228-CC-280650	711213 – Travel NonCounty EE	\$25,000
228-CC-280720	710585 – Undesignated Budget	(\$55,000)
221-CC-221220	710872 – Food Purchases	\$ 1,000
221-CC-221410	710872 – Food Purchases	\$30,000
221-CC-221220	710312 – Special Dept Expense	(\$ 1,000)
221-CC-221410	710592 – Nutrition Program	(\$30,000)

These adjustments are net zero, no fiscal impact. This is solely a house-keeping item to comply with Sections 5.353(3)(c) and 5.356(2) of the Washoe County code.

RECOMMENDATION

It is recommended that the Board of County Commissioners acknowledge a FY19 budget adjustment in the Human Services Agency (HSA), including Fund 228 – Child Protective Services (CPS) by moving [\$30,000] into the travel line item budget and [\$25,000] into the travel non-county employee item budget (net impact to CPS Fund is zero); and approve a FY19 budget adjustment in HSA Fund 221 – Indigent Assistance by moving [\$31,000] into the food purchases line item budget (net impact to Indigent Assistance Fund is zero).

POSSIBLE MOTION

Should the Board approve Staff’s recommendation, the possible motion would be: “Move to acknowledge a FY19 budget adjustment in the Human Services Agency (HSA), including Fund 228 – Child Protective Services (CPS) by moving [\$30,000] into the travel line item budget and [\$25,000] into the travel non-county employee item budget (net impact to CPS Fund is zero); and approve a FY19 budget adjustment in HSA Fund 221 – Indigent Assistance by moving [\$31,000] into the food purchases line item budget (net impact to Indigent Assistance Fund is zero).”