



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: November 13, 2018

DATE: October 24, 2018

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: Acknowledge FY19 appropriation transfer in the Human Services Agency, Fund 228 – Child Protective Services by moving [\$33,500] into the travel line item budget; [\$9,750] into the non-county travel line item budget and [\$13,000] into the food item budget (net impact to Child Protective Services Fund is zero). (All Commission Districts)

SUMMARY

Notify the Board of County Commissioners of the adjustments to the Human Services Agency travel line item budgets in Fund 228 – Child Welfare.

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

PREVIOUS ACTION

The Board previously approve adjustments to the FY18 Human Services Agency travel and food line item budgets on June 26, 2018.

BACKGROUND

The Agency is requesting retroactive authority to make the food purchases 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...”

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.”

AGENDA ITEM # _____

FISCAL IMPACT

A budget adjustment has been processed to reflect the changes below. 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.

<u>Account Number</u>		<u>Description</u>	<u>Increase/(Decrease)</u>
228-CC-280315	-711210	Travel	\$ 1,000.00
228-CC-280335	-711210	Travel	\$ 6,000.00
228-CC-280338	-711210	Travel	\$ 2,500.00
228-CC-280350	-711210	Travel	\$ 7,500.00
228-CC-280620	-710872	Food Purchases	\$ 1,000.00
228-CC-280620	-711210	Travel	\$ 7,500.00
228-CC-280620	-711213	Travel Non-County	\$ 1,500.00
228-CC-280630	-711210	Travel	\$ 5,000.00
228-CC-280630	-711213	Travel Non-County	\$ 8,000.00
228-CC-280680	-710872	Food Purchases	\$12,000.00
228-CC-280720	-711210	Travel	\$ 4,000.00
228-IO-60439	-711210	Travel	\$ 7,500.00
228-IO-60439	-711213	Non-County Travel	\$ 250.00
228-CC-280600	-711210	Travel	(\$ 7,500.00)
228-CC-280330	-710712	Family Preservation	(\$30,000.00)
228-CC-280340	-710712	Family Preservation	(\$26,250.00)

RECOMMENDATION

It is recommended to acknowledge FY19 appropriation transfer in the Human Services Agency, Fund 228 – Child Protective Services by moving [\$33,500] into the travel line item budget; [\$9,750] into the non-county travel line item budget and [\$13,000] into the food item budget (net impact to Child Protective Services Fund is zero).

POSSIBLE MOTION

Should the Board approve Staff's recommendation, the possible motion would be: "Move to acknowledge FY19 appropriation transfer in the Human Services Agency, Fund 228 – Child Protective Services by moving [\$33,500] into the travel line item budget; [\$9,750] into the non-county travel line item budget and [\$13,000] into the food item budget (net impact to Child Protective Services Fund is zero)."