



WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

BOARD MEETING DATE: March 26, 2019

DATE: February 22, 2019

TO: Board of County Commissioners

FROM: Dana Searcy, Management Analyst
(775) 328-2720, dsearcy@washoecounty.us

THROUGH: John Slaughter, County Manager

SUBJECT: Recommendation to adjust the Washoe Leadership Program budget by moving [\$9,995.00] of general Washoe Leadership Program funds from other expense line item to cover food costs for staff participating in the annual Employee Appreciation Picnic on August 25, 2018. (All Commission Districts)

SUMMARY

Secure approval from the Board of County Commissioners (BCC) to reduce the general Washoe Leadership Program budget by \$9,995.00 and increase the food line item budget by the same amount for staff participating in the Employee Appreciation Picnic.

Washoe County Strategic Objective supported by this item: Valued, Engaged Employee Workforce

PREVIOUS ACTION

The BCC approved funds allocated for the Washoe Leadership Program 2018-2019 employee appreciation events (Employee Appreciation Picnic and Employee Recognition Breakfast) in the amount of \$22,000.00 on May 22, 2018.

BACKGROUND

Section 5.0244(1) of the Washoe County code states that "the board of county commissioners hereby authorizes the county manager to approve payment of incidental food and entertainment expenses in amounts less than \$5,000.00, finding that such expenses are reasonable and necessary business expenses of Washoe County."

Section 5.0244(2)(d) of the Washoe County code states that food expenses which are eligible for payment under this section include the following: Refreshments and meals served to

AGENDA ITEM # _____

county employees and officials during county sponsored events such as blood drives, health fairs and employee and volunteer appreciation events.

The Employee Appreciation Picnic is held annually for Washoe County Employees.

In the past there has not been a line item in the Washoe Leadership Program budget to cover food costs for this event. In the future, the Washoe Leadership Program will include a line item to cover food costs.

In previous years, the County has provided funding to cover food costs at employee appreciation events including: past Employee Appreciation Picnics and the Employee Recognition Breakfast.

FISCAL IMPACT

There is no fiscal impact by moving a portion of the general Washoe Leadership Program budget to cover food related expenses. \$9,995.00 will be moved from other expense (IO60521-710500) to food purchases (IO60521-710872). This is solely a house-keeping item to comply with 5.0244(1) of the Washoe County code.

The County has budgeted \$22,000.00 for fiscal year 2018-2019 Employee Appreciation events: Employee Appreciation Picnic and Employee Recognition Breakfast. The purchase of food in the amount of \$9,995.00 is within the budget and consistent with the expenses of recent past years.

RECOMMENDATION

Recommendation to adjust the Washoe Leadership Program budget by moving \$9,995.00 of general Washoe Leadership Program funds from other expense line item to cover food costs for staff participating in the annual Employee Appreciation Picnic on August 25, 2018.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: "*Move to adjust the Washoe Leadership Program budget by moving \$9,995.00 of general Washoe Leadership Program funds from other expense line item to cover food costs for staff participating in the annual Employee Appreciation Picnic on August 25, 2018.*"