



# WASHOE COUNTY

Integrity Communication Service

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## STAFF REPORT

**BOARD MEETING DATE:** September 24, 2019

**DATE:** Friday, September 20, 2019

**TO:** Board of County Commissioners

**FROM:** Brenda Mathers, Chief Deputy Treasurer, Treasurer  
775-328-2535, bmathers@washoecounty.us

**THROUGH:** Tammi Davis, Treasurer

**SUBJECT:** Recommendation to increase change fund from two hundred dollars (\$200.00) to three hundred dollars (\$300.00), to enable Washoe County Regional Animal Services to add an additional cashier to accept cash payments at the Low Cost Vaccination Clinics; and if approved, authorize the Chairman to execute Resolution for same. (All Commission Districts.)

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### **SUMMARY**

A change fund increase request was made by Washoe County Regional Animal Services with a letter dated September 3, 2019. The request for this fund has been reviewed and approved by both the treasurer and comptroller.

### **Washoe County Strategic Objective supported by this item:**

Stewardship of our Community.

### **PREVIOUS ACTION**

On July 24, 2015, the Board of County Commissioners approved to establish a two hundred dollar (\$200.00) change fund, to enable Washoe County Regional Animal Services to accept cash payments at the Low Cost Vaccination Clinics; and executed a resolution for same.

### **BACKGROUND**

Due to the increased popularity of the low cost service to the public, it is necessary to add an additional cashier to handle the volume of transactions.

Washoe County Regional Animal Services requested a change fund June 8, 2015, be established to provide clients the opportunity to make cash payments for services provided during the Low Cost Vaccination Clinics.

**AGENDA ITEM # \_\_\_\_\_**

**FISCAL IMPACT**

No fiscal impact.

**RECOMMENDATION**

Recommendation to increase change fund from two hundred dollars (\$200.00) to three hundred dollars (\$300.00), to enable Washoe County Regional Animal Services to add an additional cashier to accept cash payments at the Low Cost Vaccination Clinics; and if approved, authorize the Chairman to execute Resolution for same. (All Commission Districts.)

**POSSIBLE MOTION**

Should the Board agree with staff's recommendation, as possible motion would be:  
"Move to approve increase in change fund from two hundred dollars (\$200.00) to three hundred dollars (\$300.00), to enable Washoe County Regional Animal Services to add an additional cashier to accept cash payments at the Low Cost Vaccination Clinics; and, if approved, authorize the Chairman to execute Resolution for same."