



# WASHOE COUNTY

Integrity Communication Service

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## STAFF REPORT

**BOARD MEETING DATE:** *December 10, 2019*

**DATE:** Thursday, December 05, 2019

**TO:** Board of County Commissioners

**FROM:** Brenda Mathers, Chief Deputy Treasurer, Treasurer's Office  
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**THROUGH:** Tammi Davis, Washoe County Treasurer  
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**SUBJECT:** Recommendation to approve the request to combine Social Services and Senior Services petty cash funds and increase the combined fund by \$200.00 [from \$1,300.00 to \$1,500.00] for the Washoe County Human Services Agency; and, if approved, authorize Chair to execute Resolution for same. (All Commission Districts.)

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### **SUMMARY**

A request has been made by the Washoe County Human Services Agency to combine their Social Services and Senior Services petty cash funds and increase the combined fund by \$200.00, [from \$1,300.00 to \$1,500.00]. This request has been reviewed and approved by both the Treasurer and the Comptroller.

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

Stewardship of Our Community.

### **PREVIOUS ACTION**

On September 18, 1979, the Board of County Commissioners ("Board") approved a request to increase the petty cash fund from \$50.00 to \$150.00 for Washoe County Department of Welfare.

On July 13, 1983, the Board approved a request to re-designate the Washoe County Department of Welfare to Washoe County Social Services (Ordinance 576).

On June 14, 1983, the Board approved a request to increase the petty cash fund from \$150.00 to \$250.00 for Washoe County Social Services.

On April 27, 2004, the Board approved a request to increase the petty cash fund from \$250.00 to \$1,000.00 for the Department of Washoe County Social Services.

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

On July 26, 2005, the Board approved a request to establish a petty cash fund in the amount of \$300.00 for the Washoe County Senior Services Center.

On August 8, 2017, the Board approved combining Washoe County Senior Services and Washoe County Social Services into the Human Services Agency (Ordinance No. 1600).

### **BACKGROUND**

The Human Service Agency has found it difficult to maintain enough funds in their petty cash fund due to the increased volumes.

The requested increase will enable them to maintain sufficient funding in between replenishment checks.

### **FISCAL IMPACT**

No fiscal impact to the General Fund.

### **RECOMMENDATION**

Recommendation to approve the request to combine Social Services and Senior Services petty cash funds and increase the combined fund by \$200.00 [from \$1,300.00 to \$1,500.00] for the Washoe County Human Services Agency; and, if approved, authorize Chair to execute Resolution for same.

### **POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be:

Approve the request to combine Social Services and Senior Services petty cash funds and increase the combined fund by \$200.00 [from \$1,300.00 to \$1,500.00] for the Washoe County Human Services Agency; and, authorize Chair to execute Resolution for same.