



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: April 13, 2021

DATE: March 17, 2021
TO: Board of County Commissioners
FROM: Kristen Palmer, Fiscal Compliance Officer, 775-328-2419, kpalmer@washoecounty.us
THROUGH: Anna Heenan, Administrative Health Services Officer, 775-328-2417, aheenan@washoecounty.us
SUBJECT: Recommendation to retroactively approve the purchases of beverages in the approximate amount of [\$15,000] for the staff working the COVID-19 Point of Screening and Testing (POST) and the COVID-19 Vaccination Point of Dispensing (POD) and direct the Comptroller to make the net-zero budget adjustments. (All Commission Districts)

SUMMARY

The Washoe Board of County Commissioners must approve food and beverage purchases not budgeted and greater than \$5,000.00.

Washoe County Strategic Objective supported by this item: Safe, Secure and Healthy Communities.

PREVIOUS ACTION

No previous action this fiscal year.

BACKGROUND

The Washoe County Health District employ staff and volunteers to work the POST/POD location. The staff assist with traffic control, check in process, assisting and administering COVID-19 testing and vaccinations. Retroactive approval is requested due to not anticipating exceeding the \$5,000

The Health District's FY21 purchases of beverages support the staff working the POST/POD as there is no access to any facilities.

FISCAL IMPACT

Should the BCC approve the purchases of beverages in the amount of \$15,000, the following net-zero adjustments for the FY21 budget are needed:

<u>Account Number</u>	<u>Description</u>	<u>Amount of Increase/(Decrease)</u>
2002-CC-172801 -710872	Food Purchases	\$15,000.00

AGENDA ITEM # _____

2002-CC-171700	-711210	Travel	(\$5,000.00)
2002-CC-171700	-711509	Comp Sftw noncapital	(\$1,500.00)
2002-CC-171700	-710509	Seminars and Meetings	(\$750.00)
2002-CC-171700	-710512	Auto Expense	(\$50.00)
2002-CC-171700	-710721	Outpatient	(\$2,000.00)
2002-CC-171700	-710334	Copy Mach Lease	(\$75.00)
2002-CC-171700	-710335	Copy Mach Copies	(\$75.00)
2002-CC-171700	-710519	Cellular Phones	(\$200.00)
2002-CC-171700	-710360	Postage	(\$50.00)
2002-CC-171700	-711508	Computers noncapital	(\$300.00)
2002-CC-171700	-701412	Salary Adjustment	(\$5,000.00)

RECOMMENDATION

It is recommended that the Board of County Commissioners retroactively approve the purchases of beverages in the approximate amount of [\$15,000] for the staff working the COVID-19 Point of Screening and Testing (POST) and the COVID-19 Vaccination Point of Dispensing (POD) and direct the Comptroller to make the net-zero budget adjustments.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: "Move to retroactively approve the purchases of beverages in the approximate amount of [\$15,000] for the staff working the COVID-19 Point of Screening and Testing (POST) and the COVID-19 Vaccination Point of Dispensing (POD) and direct the Comptroller to make the net-zero budget adjustments."