



Legislation Text

File #: 24-5627, **Version:** 1

Department: Human Resources and Risk Management

Department Head/Elected Official: Shain Carrizal

Regular or Supplemental RCA: Regular RCA

Type of Request: Financial Authorization

Project ID (if applicable): N/A

Vendor/Entity Legal Name (if applicable): N/A

MWDBE Contracted Goal (if applicable): N/A

MWDBE Current Participation (if applicable): N/A

Justification for 0% MWDBE Participation Goal: N/A - Goal not applicable to request

Request Summary (Agenda Caption):

Request for approval to use department-issued procurement cards (P-card) in an amount not to exceed \$2,500 for the purpose of purchasing food and beverage for internal staff training events and meetings through September 30, 2024.

Background and Discussion:

The events will be held onsite, and the amount requested will exceed the \$250 per event and \$15 per person limit for food and beverage.

Expected Impact:

The training will be provided to Human Resources & Risk Management staff members.

Alternative Options: N/A

Alignment with Goal(s):

- Justice and Safety
- Economic Opportunity
- Housing
- Public Health
- Transportation
- Flooding
- Environment
- Governance and Customer Service

Prior Court Action (if any):

Date	Agenda Item #	Action Taken

Location:

Address (if applicable): N/A

Precinct(s): Choose an item.

Fiscal and Personnel Summary				
Service Name	Finance & Administration			
	Current Fiscal Year Cost			Annual Fiscal Cost
	Labor	Non-Labor	Total	Recurring Expe
Funding Sources				
Existing Budget				
1000 - General Fund	\$	\$2,500	\$2,500	\$
Choose an item.	\$	\$	\$	\$
Choose an item.	\$	\$	\$	\$
Total Current Budget	\$	\$2,500	\$2,500	\$
Additional Budget Request <i>(Requires Fiscal Review Request Form)</i>				
Choose an item.	\$	\$	\$	\$
Choose an item.	\$	\$	\$	\$
Choose an item.	\$	\$	\$	\$
Total Additional Budget Request	\$	\$	\$	\$
Total Funding Request	\$	\$2,500	\$2,500	\$
Personnel (Fill out section only if requesting new PCNs)				
Current Position Count for Servic	-	-	-	-
Additional Positions Request	-	-	-	-
Total Personnel	-	-	-	-

Anticipated Court Date: September 19, 2024

Anticipated Implementation Date (if different from Court date): September 24, 2024

Emergency/Disaster Recovery Note: Not an emergency, disaster, or COVID-19 related item

Contact(s) name, title, department: Shain Carrizal, Executive Director, Human Resources & Risk Management

Attachments (if applicable): N/A