WASHOE COUNTY

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STAFF REPORT
BOARD MEETING DATE: *April 26, 2022*

DATE: April 6, 2022

TO: Board of County Commissioners

FROM: Amber Howell, Director, Human Services Agency
775-785-8600, ahowell@washoecounty.gov

THROUGH: Kate Thomas – Assistant County Manager

SUBJECT: Recommendation to authorize the Purchasing and Contracts Manager to purchase nine (9) vehicles for use by Washoe County Human Services Agency's Children Services and Our Place campus in an amount not to exceed [$283,500.00] retroactive to October 20, 2021; approve the transfer of the vehicle to the Human Services Agency fleet managed by Equipment Services and direct the Comptroller's Office to make the appropriate asset adjustments. (All Commission Districts).

SUMMARY

The Agency is requesting the Board's authorization to complete the purchase of nine (9) vehicles for use by Washoe County Human Services Agency's Children Services and Our Place campus.

Washoe County Strategic Objective supported by this item: Vulnerable Populations

PREVIOUS ACTION

On December 14, 2021, the Board approved an allocation of American Rescue Plan Act funds through the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Fund (SLFRF) as Project #8 in the amount of $283,500 for the purchase of Nine (9) vehicles for the Human Services Agency.

BACKGROUND

The Agency is requesting retroactive approval for the aggregate cost of nine vehicles due to align with the approved project performance period beginning October 20, 2021. The December BCC approval did not specifically authorize the Purchasing and Contracts Manager to execute the full purchase amount of the award.

All nine (9) vehicles were anticipated to be purchased in 2021, but due to the timing of the ARPA approval and the manufacturing production cutoff dates for 2021, the Agency was only able to purchase two (2) vehicles in October. Vehicle manufacturing/production has now resumed for 2022 allowing for the purchase of the remaining seven (7) vehicles. The aggregate cost of the two (2) vehicles in October and the seven (7) vehicles now available exceeds the signature authority of the Procurement and Contract Manager

without prior approval from the BCC. HSA is seeking BCC approval for the Purchasing and Contract Manager to execute the purchase order for the remaining seven (7) vehicles.

The purchase of these vehicles will assist staff in supporting the needs of Washoe County Human Services Agency Children Services including transportation of foster children in care as well as providing transportation to essential services for Our Place campus women and families.

Transportation events for HSA have increased significantly since the pandemic for a variety of reasons, including a decrease in available foster care providers as well as a decrease in community resources such a school bus drivers. Human Services Agency is required by federal and state law to ensure the children in our custody are transported to their home school as well as to/from medical, dental, or mental health appointments, court appointments, or other similar care needs. With the loss of some 60 foster care providers in addition to roughly 45% of school bus driver positions remaining vacant due to staffing shortages in the pandemic, HSA must now provide this transportation.

HSA has experienced an explosion in caseloads since the beginning of the pandemic. Our Places has continuously maintained a waiting list for rooms/bed available to homeless women and families. Part of the management of this population and assisting them in gaining self-sufficiency and stability is providing transportation to essential services, which is increasingly becoming near impossible from the lack of vehicles available.

FISCAL IMPACT

Should the Board approve this purchase there will be no additional impact to the Human Services Agency FY22 adopted budget. Sufficient budget authority exists within the Other Restricted Fund (F270) in IO 19110 Office of County Manager – SLFRF-HSA in GL#781007 (Vehicles-Capital).

Budget authority for the operating and maintenance costs for these vehicles exists within the Human Services Agency Child Protective Services Fund (F228) FY22 adopted budget in various cost centers and the Homelessness Fund (223) FY22 adopted budget in cost center 223230. Budget authority for ongoing operation and maintenance costs will be recommended to the Board in the FY23 Budget within the Child Protective Services Fund (F228) and the Homelessness Fund (223).

RECOMMENDATION

Recommendation to authorize the Purchasing and Contracts Manager to purchase nine (9) vehicles for use by Washoe County Human Services Agency's Children Services and Our Place campus in an amount not to exceed [$283,500.00] retroactive to October 20, 2021; approve the transfer of the vehicle to the Human Services Agency fleet managed by Equipment Services and direct the Comptroller's Office to make the appropriate asset adjustments.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: "Move to authorize the Purchasing and Contracts Manager to purchase nine (9) vehicles for use

by Washoe County Human Services Agency's Children Services and Our Place campus in an amount not to exceed [$283,500.00] retroactive to October 20, 2021; approve the transfer of the vehicle to the Human Services Agency fleet managed by Equipment Services and direct the Comptroller's Office to make the appropriate asset adjustments."