



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: *January 16, 2024*

DATE: November 27, 2023

TO: Board of County Commissioners

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SUBJECT: Recommendation to approve a resolution to augment the Capital Improvements Fund in the amount of [\$18,618,598.96], and the Parks Capital Projects Fund in the amount of [\$444,487.05] to increase revenue, expenditure, and transfer authority for capital projects for fiscal year 2024 in accordance with Nevada Revised Statute (NRS) 354.598005; and direct the Comptroller to make the appropriate budget amendments. (All Commission Districts.)

SUMMARY

Approval of the attached resolution to augment the Capital Improvements Fund in the amount of \$18,618,598.96 and the Parks Capital Projects Fund in the amount of \$444,487.05 is requested. This request is needed to carry over funding for projects not completed in fiscal year 2023 and additional budget authority for existing projects that have higher than expected forecasted expenditures. There is sufficient unappropriated fund balance and cash to pay the projected expenditures, but additional budget authority is needed to increase appropriations to cover these costs.

Washoe County Strategic Objective supported by this item: Fiscal Sustainability

PREVIOUS ACTION

On May 16, 2023, the Board of County Commissioners (Board) approved and adopted the County Manager's recommended Capital Improvements Plan for Fiscal Years 2024-2028.

On December 20, 2022 the Board approved a Letter of Invitation for the Community Project Funding/Congressional Directed Spending stating that in the Consolidated

AGENDA ITEM # _____

Appropriations Act, 2022 (P.L. 117-103) the United States Congress has made available a grant to Washoe County for the regional homes shelter (Nevada Cares Campus) in the amount of [\$12,000,000.00; no county match] administered through the U.S. Department of Housing and Urban Development, and authorized the County Manager or his Designee to: 1) designate a county representative for the grant process, 2) direct preparation of a project narrative, 3) direct preparation of a line item budget for the project and 4) complete other required federal forms.

BACKGROUND

The Capital Improvement Plan (CIP) is a five-year plan for capital improvements and includes a listing of possible project needs. The CIP generally contains capital projects that are \$100,000 or larger and have a life-span of more than one year, as part of the reporting requirements of the State and under Board of County Commissioner policies.

During the budget preparation process, for the CIP, the Budget Division, Community Services Department (CSD), and Technology Services work together to estimate project expenditures for the current fiscal year and carry-forward funding for projects that are not expected to be completed in the current fiscal year. For fiscal year 2023, there were several projects estimated to be encumbered or expended during the budget preparation process, but were not completed for several reasons. These projects were not expended or encumbered by June 30, 2023, therefore monies set aside for the projects reverted to the fund balance in the Capital Funds and are available for re-appropriation this fiscal year. These projects are anticipated to be completed in fiscal year 2024.

Nevada Revised Statute (NRS) 354.598005 and Nevada Administrative Code 354.410 set forth the requirements for budgetary augmentations. Available resources for a mid-year budget augmentation are:

- An opening balance which is larger than anticipated;
- Revenues in excess of those budgeted;
- Revenues generated from previously unbudgeted sources; or
- An unappropriated ending balance of a fund for capital projects.

In this case, the Capital Improvements Fund and Parks Capital Projects Fund are for capital projects; the County can augment any of the unappropriated ending fiscal year 2023 fund balance from the Capital Funds.

Cost increases for scope changes and increased labor costs for technology public safety projects in the amount of \$1,550,000 for the Nevada Shared Radio System P25 project (\$750,000) and the Washoe County Sheriff's Office Records Management System project (\$800,000) that will be augmented from unappropriated fund from fiscal year 2023 project savings. The Lakeside Drive Culvert Replacement project is being recommended (\$1,146,010) for emergency repair from unappropriated fund balance as well.

There are also revenues that were generated from previously unbudgeted sources from Other Restricted in the form of a grant administered through the U.S Department of Housing and Urban Development for the Nevada Cares Campus.

FISCAL IMPACT

If approved, \$16,367,076.01 of carry-forward funds and an increase of \$2,696,010 in expenditure authority are available in the fiscal year 2024 unappropriated fund balance to increase revenues, expenditures, and transfer appropriations in the following capital projects cost objects:

Capital Improvements Fund (402)	GL Account	Increase/Decrease
Source of Funds:		
Unappropriated Fund Balance	Cash Account 4002	6,618,598.96
Subtotal Unappropriated Fund Balance		6,618,598.96
Increased Transfers:		
PW920726 - Nevada Cares Campus-HUD-IN12130	622270 - Transfer from Other Restricted	12,000,000.00
Subtotal Transfers:		12,000,000.00
Total Sources		18,618,598.96
Revenues/Expenditures/Transfers:		
Cost Object	GL	Amount
PW920229 - Voters 9th Street Office Remodel	781080 - Construction Contracts	15,006.03
PW920230 - WC Workplace of the Future - Pilot	781080 - Construction Contracts	151,739.37
C920499 - Public Safety Undesignated	781080 - Construction Contracts	660,000.00
C920599 - Public Works Undesignated	781080 - Construction Contracts	(660,000.00)
PW920401 - WCSO Isolation Rooms	781080 - Construction Contracts	66,306.14
PW920415 - WCSO Jail Security and Communication System	781080 - Construction Contracts	75,000.00
PW920417 - 911 Parr HU6 Roof Replacement	781080 - Construction Contracts	135,412.25
PW920419 - REOC Technology Upgrade	781080 - Construction Contracts	100,000.00
PW920420 - 911 Parr Paking Lot Rehabilitation	781080 - Construction Contracts	350,000.00
PW920421 - 911 Parr Elevator Controls	781080 - Construction Contracts	39,710.00
C920599 - Public Works Undesignated - Lakeside Drive Culvert Replacement	781080 - Construction Contracts	1,146,010.00
IN11909 - Lower Wood Creek Phase II WQIP	432100 - State Grants	34,845.83
IN11909 - Lower Wood Creek Phase II WQIP	818000 - Transfer to Intrafund	34,845.83
IN20519 - Lower Wood Creek Ph 2-TRPA	484195 - Non-Govt'l Grants	178,281.94
IN20519 - Lower Wood Creek Ph 2-TRPA	818000 - Transfer to Intrafund	178,281.94
IN12158 - NDEP-Lower Wood Creek Ph 2	432100 - State Grants	153,000.00
IN12158 - NDEP-Lower Wood Creek Ph 2	818000 - Transfer to Intrafund	153,000.00
IN12188 - Lower Wood Creek Ph 2 WQIP	431100 - Federal Grants	312,110.30
IN12188 - Lower Wood Creek Ph 2 WQIP	818000 - Transfer to Intrafund	312,110.30
PW920511 - Lower Wood Creek Ph 2 WQIP	781001 - Land Imprv Capital	679,133.54
PW920511 - Lower Wood Creek Ph 2 WQIP	818000 - Transfer to Intrafund	(678,238.07)
PW920506 - North Valley's Mitigation Strategy	781006 - Major Repairs Capital	139,640.90
PW920507 - Pedestrian Safety Improvements	781080 - Construction Contracts	113,429.00
PW920513 - County Complex Building B Roof Restoration	781080 - Construction Contracts	220,012.25
PW920514 - 350 S Center Mechanical Room Roof Replacement	781080 - Construction Contracts	134,312.25
PW920516 - 350 S Center 2nd Floor VAV Replacement	781080 - Construction Contracts	3,935.00
PW920550 - 220 S Center Street Parking Security Enhancements	781080 - Construction Contracts	240,647.75
PW920594 - 220 S Center Parking Garage Elevator Replacement	781080 - Construction Contracts	18,439.32
PW920856 - Parks Public Water System - Ops Plan Improvements	781080 - Construction Contracts	1,683.00

IN29037 - CFNN Cares Fundraising	818000 - Transfer to Intrafund	1,669,180.00
PW920720 - Senior Center Building Renovations	781080 - Construction Contracts	85,127.84
PW920721 - Kids Kottage 2 Roof Replacement	781080 - Construction Contracts	497,410.25
PW920722 - Senior Center Flooring Replacement	781080 - Construction Contracts	192,500.00
PW920723 - Our Place - Riverhouse	781080 - Construction Contracts	130,192.35
PW920724 - Our Place - 2A Renovations	781080 - Construction Contracts	50,000.00
PW920725 - Nevada Cares Campus	781080 - Construction Contracts	590,878.00
PW920725 - Nevada Cares Campus	818000 - Transfer to Intrafund	(1,669,180.00)
PW920726 - Nevada Cares Campus-HUD-IN12130	781080 - Construction Contracts	11,492,787.00
IN29034 - Renown Fitness Courts	818000 - Transfer to Intrafund	99,000.00
PW920869 - Fitness Courts Renown IN29034	781080 - Construction Contracts	99,000.00
PW920869 - Fitness Courts Renown IN29034	818000 - Transfer to Intrafund	(99,000.00)
PW920860 - Reno Downtown Library Elevator Replacement	781080 - Construction Contracts	418,707.87
PW920862 - Lemmon Valley Park Restroom/Ballfield Impr	781080 - Construction Contracts	22,202.00
PW920865 - Virginia Foothills Playground Replacement	781080 - Construction Contracts	23,128.18
PW920866 - Golden Valley Park Playground Replacement	781080 - Construction Contracts	8,944.93
PW920203 - Application Infrastructure Preservation	781009 - Comp Sftw Capital	10,698.42
PW920226 - Door Access Control System Replacement	781080 - Construction Contracts	232,481.23
PW920228 - Security Camera System Replacement	781080 - Construction Contracts	27,451.98
C921408 - NSRS Debt 2020	818000 - Transfer to Intrafund	568,961.24
PW920408 - NSRS Debt 2020	818000 - Transfer to Intrafund	(568,961.24)
PW920408 - NSRS Debt 2020	781080 - Construction Contracts	750,000.00
C921499 - TS PS Undesignated	818000 - Transfer to Intrafund	1,539,350.59
PW920408 - NSRS Debt 2020	818000 - Transfer to Intrafund	(1,539,350.59)
PW920411 - Marble Bluff Infrastructure Upgrades	781080 - Construction Contracts	224,194.76
PW920430 - WCSO Records Management System	781009 - Comp Sftw Capital	800,000.00
PW920493 - P25 Radios	711504 - Equipment Non-Capital	10,715.42
Total Revenue/Expenditures/Transfers		18,618,598.96

Parks Capital Fund (404)	GL Account	Increase/Decrease
Source of Funds:		
Unappropriated Fund Balance	Cash Account 4403	1,468.75
Unappropriated Fund Balance	Cash Account 4423	27,202.65
Unappropriated Fund Balance	Cash Account 4426	303,340.00
Unappropriated Fund Balance	Cash Account 4428	112,475.65
Total Sources		444,487.05
Revenues/Expenditures/Transfers:		
Cost Object	GL	Amount
PK900142 - Ellen's Park Playground Renovation	781080 - Construction Contracts	1,468.75
IN12132 - Galena Schoolhouse Restoration Ph 1 CCCHP	432100 - State Grants	33,993.00
IN12132 - Galena Schoolhouse Restoration Ph 1 CCCHP	818000 - Transfer to Intrafund	33,993.00
PK900140 - Galena School House Interior Renovations CCCHP	710100 - Professional Services	33,993.00
PK900140 - Galena School House Interior Renovations CCCHP	818000 - Transfer to Intrafund	(33,993.00)
PK052111 - Ballardinin Loop Trails WC-1	710200 - Service Contract	16,103.00
PK052114 - Carcione-Canepa Master Plan Implementation	781080 - Construction Contracts	11,099.65
PK052316 - Rancho Playground Improvements	781080 - Construction Contracts	263,340.00
PK052320 - WC1 Riverbend Trails Phase 2	781080 - Construction Contracts	40,000.00
IN12092 - Truckee Riverbent Trail and Path LWCF	431100 - Federal Grants	13,873.75
IN12092 - Truckee Riverbend Trail and Path LWCF	818000 - Transfer to Intrafund	13,873.75
PK052321 - Truckee Riverbend Trail and Path LWCF	781080 - Construction Contracts	13,873.75
PK052321 - Truckee Riverbend Trail and Path LWCF	818000 - Transfer to Intrafund	(13,873.75)
C906001 - Construction Donations Admin	781080 - Construction Contracts	112,609.40
IN11848 - Sierra Front Trail Planning	431100 - Federal Grants	7,382.60
IN11848 - Sierra Front Trail Planning	818000 - Transfer to Intrafund	7,382.60
PK906050 - Sierra Front Trail Planning	710100 - Professional Services	7,382.60
PK906050 - Sierra Front Trail Planning	818000 - Transfer to Intrafund	(7,382.60)
IN19131 - NDOW-Regional Archery Facility	431100 - Federal Grants	27,813.25
IN19131 - NDOW-Regional Archery Facility	818000 - Transfer to Intrafund	27,813.25
PK906052 - NDOW-Regiional Archery Facility	781080 - Construction Contracts	27,679.50
PK906052 - NDOW-Regiional Archery Facility	818000 - Transfer to Intrafund	(27,813.25)
Total Revenue/Expenditures/Transfers		444,487.05

RECOMMENDATION

It is recommended that the Board of county Commissioners approve a resolution to augment the Capital Improvements Fund in the amount of [\$18,618,598.96], and the Parks Capital Projects Fund in the amount of [\$444,487.05] to increase revenue, expenditure, and transfer authority for capital projects for fiscal year 2024 in accordance with Nevada Revised Statute (NRS) 354.598005; and direct the Comptroller to make the appropriate budget amendments.

POSSIBLE MOTION

Should the Board agree with Staff’s recommendation, a possible motion would be: “Move to approve a resolution to augment the Capital Improvements Fund in the amount of [\$18,618,598.96], and the Parks Capital Projects Fund in the amount of [\$444,487.05] to increase revenue, expenditure, and transfer authority for capital projects for fiscal year 2024 in accordance with Nevada Revised Statute (NRS) 354.598005; and direct the Comptroller to make the appropriate budget amendments.