



WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

BOARD MEETING DATE: January 25, 2022

DATE: Thursday, January 20, 2022

TO: Board of County Commissioners

FROM: Lori Cooke, Budget Manager, County Manager's Office
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THROUGH: Christine Vuletich, Chief Financial Officer
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SUBJECT: Recommendation to: (1) approve the use of General Fund Contingency in the total amount of [\$1,600,000] for fiscal year 2022 in accordance with Nevada Revised Statute (NRS) 354.598005 to (a) increase expenditure and transfer authority to the Registrar of Voter's Department in the amount of \$1,164,000 for election related personnel and expenses, and (b) to the Capital Improvement Fund in the amount of \$436,000, including \$50,000 in contingency, for a space reconfiguration project to accommodate the needs of Registrar of Voter's Office for the upcoming mail-in election; and (2) approve the creation of two new full-time Office Assistant II positions, pay grade E; as reviewed and evaluated by the Job Evaluation Committee (JEC); and 3) authorize Human Resources to make the necessary changes and 4) direct the Comptroller to make the appropriate budget amendments. [Total fiscal year 2022 impact \$1,600,000; net fiscal impact \$-0-]. Manager's Office. (All Commission Districts.)

SUMMARY

Nevada Revised Statute (NRS) 354.598005(5) provides that "budget appropriations may be transferred between functions, funds or contingency accounts if such a transfer does not increase the total appropriation for any fiscal year and is not in conflict with other statutory provisions". Further, Nevada Revised Statute (NRS) 354.608 states that "no expenditure may be made directly from a contingency account, except as a transfer to the appropriate account...in accordance with the procedure established in NRS 354.598005".

The purpose of this item is to consider approval of the use of the General Fund Contingency account. Approval of this recommendation will align budget authority for expenditures already incurred, or anticipated to be incurred, for Fiscal Year 2022 (FY22), including providing additional resources to the Capital Improvement Fund for projects.

AGENDA ITEM # _____

All adjustments are within the Washoe County existing approved FY22 budget. Additional FY22 Contingency items may be submitted for BCC approval if necessary.

Washoe County Strategic Objective supported by this item: Fiscal Sustainability

PREVIOUS ACTION

On March July 20, 2021, the BCC approved the use of General Fund Contingency in the amount of \$255,000.00 to support a contract with Well Care. Well Care services include oversight of the operation of a twenty-bed Community Triage Center for those in need of crisis psychiatric services, medical and social detoxification from alcohol or other substances, or co-occurring disorders, for individuals who are 18 years of age or older and are not in need of emergency room care.

On May 18, 2021, the BCC approved the Fiscal Year 2022 Final Washoe County Budget, which included \$11,118,000 of General Fund Contingency. The statutory maximum allowable contingency was recommended and approved for FY22 due to unknown and/or unquantified impacts, including 2021 Legislative actions and pandemic response.

BACKGROUND

The County must stay within its adjusted budget for each fund, with certain very limited exceptions, and by function. To remain compliant with this statutory requirement, General Fund Contingency account transfers totaling \$1,600,000 are needed. These adjustments will cover actual and/or anticipated FY22 fund and functional expenditures.

Approval of these transfers will leave \$9,263,000 available in FY22 General Fund Contingency.

The following General Fund Contingency budget appropriation transfers are necessary:

Registrar of Voter's

The 2019 and 2021 Legislative sessions mandated new laws for elections that have greatly expanded the Registrar of Voter's department workload, need for additional staffing, including temporary employees and poll workers, and ballot processing space. This includes the 2019 bills passed, specifically AB 345 which mandated Same Day Registration (SDR) and AB 432 that expanded Automatic Voter Registration (AVR) and 2021 bills passed including AB 321 mandating all mail-in elections while still supporting in-person Early voting and Election Day voting, AB 126 (PPP) that adds an additional Presidential Preference Primary Election every 4 years, and AB 432 which expanded AVR to additional Government Agencies.

As an example of the increase in the general workload of staff, in 2010 there were 220,800 registered voters and 6 staff members. In 2020, 320,000 registered voters and 7 staff members. The number of registered voters has increased in 10 years by 100,000, but only one additional staff member has been added. For mail-in ballots, in 2010 we issued 16,000 ballots with 14,500 returned. In 2020, 305,000 ballots were issued and 132,200 returned, with no additional staff added or additional resources or ballot processing space.

These expansions in services and the increase in the number of registered voters in our county due to continued regional growth and 2019 and 2021 Legislative mandates

including Automatic Voter Registration (AVR), Same Day Registration (SDR) and Nevada becoming an all mail-in election state, while still supporting in-person Early and Election Day voting, necessitates a request for additional FY22 resources as the current funding levels are inadequate to properly prepare for and run our elections.

The following is a breakdown of the funds necessary to prepare for and run our elections:

- Personnel = \$87,900 (including ancillary for new FTEs)
- Administrative Printing & Postage = \$73,000
- Mail-in Ballot Processing equipment = \$140,000
- Elections Temp/Poll Worker pay = \$339,000 (including EAP)
- Election Printing & Postage = \$484,200
- Racks/Carts/Storage = \$39,900
- Capital Project; space reconfiguration = \$436,000

FISCAL IMPACT

If approved, the use of contingency funds in account 189000-820000 and the associated cross-fund budget appropriation transfers are anticipated to bring the budget into alignment with actual and/or anticipated expenditures for Fiscal Year 2022 (FY22) for the items outlined above. All adjustments are within the existing approved budget for Washoe County and are summarized in the table below.

General Fund Contingency Transfer:

Fund/Function	Department/ Expenditure	Cost Object(s)/ G-L Account(s)	Budget Change
General Fund (F100_	Contingency Funds		
General Gov't	Contingency	C189000-820000	(1,600,000.00)
General Gov't	Transf to Pub Works-Reconfiguration	C189000-814092	436,000.00
Subtotal Contingency			(1,164,000.00)
General Fund (F100)	Voter's - Admin		
General Gov't	Salaries & Wages-Office Assistant IIs	C112100-701412	47,300.00
General Gov't	Employee Benefit-Office Assistant IIs	C112100-705360	25,600.00
General Gov't	Postage – Administrative	C112100-710360	48,000.00
General Gov't	Printing - Administrative	C112100-710502	25,000.00
General Gov't	Non-Capital Equip.-Office Assistant II (2.0)	C112100-711504	15,000.00
General Gov't	Cap Equip.-Mail-In Ballot Processing	C112100-781004	140,000.00
General Fund (F100)	Voter's – Elections Administration		
General Gov't	Poll Worker Pay (2019 Same Day Registration)	C112210-701130	166,000.00
General Gov't	Temporary/Contracted Services	C112210-710110	161,000.00
General Gov't	Service Contract – EAP for Election	C112210-710200	12,000.00

	Workers		
General Gov't	Postage – Outgoing and Return Mail-In Ballots	C112210-710360	101,100.00
General Gov't	Printing – Mail-In Ballots, Envelopes, Sleeves, Instructions, Etc.	C112210-710502	383,100.00
General Gov't	Non-Capital Equip.-Racks/Carts	C112210-711504	39,900.00
Subtotal Expenditures			1,164,000.00
Capital Improvement Fund (F402)-Pub Wks			
General Gov't	Transfer from General Fund	C920299-621001	436,000.00
General Gov't	Voter's Reconfiguration Project	C920299-781001	436,000.00
Subtotal Capital			- 0.00-
NET TOTAL CONTINGENCY			- 0.00-

*Only budget appropriation transfers are necessary. Cash transfers will be processed as necessary.

Ongoing funding needs will be addressed during the Fiscal Year 2023 annual budget process.

RECOMMENDATION

It is recommended that the Board of County Commissioners: (1) approve the use of General Fund Contingency in the total amount of [\$1,600,000] for fiscal year 2022 in accordance with Nevada Revised Statute (NRS) 354.598005 to (a) increase expenditure and transfer authority to the Registrar of Voter's Department in the amount of \$1,164,000 for election related personnel and expenses, and (b) to the Capital Improvement Fund in the amount of \$436,000, including \$50,000 in contingency, for a space reconfiguration project to accommodate the needs of Registrar of Voter's Office for the upcoming mail-in election,; and (2) approve the creation of two new full-time Office Assistant II positions, pay grade E; as reviewed and evaluated by the Job Evaluation Committee (JEC); and 3) authorize Human Resources to make the necessary changes and 4) direct the Comptroller to make the appropriate budget amendments. [Total fiscal year 2022 impact \$1,550,000; net fiscal impact \$-0-]

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: *"Move to: (1) approve the use of General Fund Contingency in the total amount of [\$1,600,000] for fiscal year 2022 in accordance with Nevada Revised Statute (NRS) 354.598005 to (a) increase expenditure and transfer authority to the Registrar of Voter's Department in the amount of \$1,164,000 for election related personnel and expenses, and (b) to the Capital Improvement Fund in the amount of \$436,000, including \$50,000 in contingency, for a space reconfiguration project to accommodate the needs of Registrar of Voter's Office for the upcoming mail-in election,; and (2) approve the creation of two new full-time Office Assistant II positions, pay grade E; as reviewed and evaluated by the Job*

Evaluation Committee (JEC); and 3) authorize Human Resources to make the necessary changes and 4) direct the Comptroller to make the appropriate budget amendments.”