



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: *December 10, 2024*

DATE: November 14, 2024

TO: Board of County Commissioners

FROM: Kari Estrada, Senior Fiscal Analyst
(775) 328-2073, kestrada@washoecounty.gov, and
Lori Cooke, Budget Manager
(775) 328-2072, lcooke@washoecounty.gov

THROUGH: Abbe Yacoben, Chief Financial Officer and
David Solaro, Assistant County Manager

SUBJECT: Recommendation to approve a resolution to augment the Capital Improvements Fund in the amount of [\$13,334,827.76] and the Parks Capital Projects Fund in the amount of [\$1,134,495.59] to increase revenue, expenditure, and transfer authority for capital projects for fiscal year 2025 in accordance with Nevada Revised Statute (NRS) 354.598005. The augmentation will utilize unappropriated ending fiscal year 2024 fund balance to increase budget authority of carry-over projects as well as increases to District Court Capital Expansion, Major Maintenance, Melio Gaspari Water Park Safety Improvements and Lifestyle Homes reimbursement; and direct Finance 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 \$13,334,827.76 and the Parks Capital Projects Fund in the amount of \$1,134,495.59 is requested. This request is needed to carry over funding for projects not completed in fiscal year 2024 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 21, 2024, the Board of County Commissioners (Board) approved and adopted the County Manager's recommended Capital Improvements Plan for Fiscal Years 2025-2029.

AGENDA ITEM # _____

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 2024, 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, 2024, 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 2025.

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 2024 fund balance from the Capital Funds.

Budget authority increases for fiscal year 2025 consists of carry over funding, including previously approved but unbudgeted grant revenues, in the amount of \$11,491,823.35 along with the following additional increases to existing projects from unappropriated fund balance: \$400,000 for District Court Capital Expansion; \$1,877,500 for Major Maintenance Replacement; \$500,000 for Melio Gaspari Water Park Safety Improvements; and \$200,000 Lifestyle Homes reimbursement.

FISCAL IMPACT

If approved, \$11,491,823.35 of carry-forward funds and an increase of \$2,977,500 in additional expenditure authority are available in the fiscal year 2025 unappropriated fund balance and previously approved grants 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	5,312,158.38
Unappropriated Fund Balance	Cash Account 4023	400,000.00
Unappropriated Fund Balance	Cash Account 4024	1,203,794.43
IN12252-Home Means Nevada Initiative	431100 - Federal Grants	6,418,874.95
Total Sources		13,334,827.76
Expenditures/Transfers:		
Cost Object	GL	Amount
PW920203-Application Infrastructure Preservation	781009 - Computer Software Capital	7,300.00
PW920226-Door Access Control System Replacement	781080 - Construction Contracts	19,823.54
PW920229-Voters 9th St Office Remodel	781080 - Construction Contracts	120,000.39
PW920232-Broadband - Gerlach Fiber	781080 - Construction Contracts	371,019.48
PW920235-Disaster Infrastructure Growth (Net Motion)	781080 - Construction Contracts	115,000.00
PW920238-Voter's Ballot Duplication Equipment	781080 - Construction Contracts	117,750.00
920301-District Court Capital Expansion	781002 - Building Improvement Capital	400,000.00
PW920369-DA Office Expansion - Mills B. Lane Just	781080 - Construction Contracts	495,710.99
PW920372-75 Court St. Historic Elevator Upgrade	781080 - Construction Contracts	20,000.00
C921408-NSRS Debt 2020	818000 - Transfer to Intrafund	1,203,794.43
PW920408-NSRS Debt 2020	781080 - Construction Contracts	1,203,794.43
PW920408-NSRS Debt 2020	818000 - Transfer to Intrafund	(1,203,794.43)
PW920401-WCSO Isolation Rooms	781080 - Construction Contracts	2,100.10
PW920409-911 Parr Steel Doors HU1, 3 & 6	781080 - Construction Contracts	2,400.00
PW920411-Marble Bluff Infrastructure Upgrades	781080 - Construction Contracts	198,778.05
PW920416-Juvenile Services Door Security Replacem	781080 - Construction Contracts	19,948.52
PW920418-RPSTC HVAC Replacement	781080 - Construction Contracts	7,757.94
PW920419-REOC Technology Upgrade	781080 - Construction Contracts	36,197.89
PW920420-911 Parr Parking Lot Rehabilitation	781080 - Construction Contracts	18,291.85
PW920431-WCSO Jail Management System	781080 - Construction Contracts	232,013.82
PW920432-911 Parr AC4 and Roof Replacement	781080 - Construction Contracts	19,637.12
PW920493-P25 Radios	781080 - Construction Contracts	283,026.81
PW920494-Jan Evans Fire System	781080 - Construction Contracts	6,400.00
IN20457-Major Maintenance Replacement	781080 - Construction Contracts	1,877,500.00
PW920506-North Valley's Mitigation Strategy	781080 - Construction Contracts	81,009.14
PW920507-Pedestrian Safety Improvements	781080 - Construction Contracts	20,490.00
PW920510-Lemmon Valley Home Acquisition Phase 1	781080 - Construction Contracts	352,570.32
PW920510-Lemmon Valley Home Acquisition Phase 1	818000 - Transfer to Intrafund	(352,570.32)
PW920516-350 S Center 2nd Floor VAV Replacement	781080 - Construction Contracts	1,391.46
PW920550-220 S Center Str Parking Security Enhan	781080 - Construction Contracts	249,743.32
PW925005-Lakeside Drive Culvert Replacement	781080 - Construction Contracts	32,405.75
PW920604-TB Clinic IN19147	781080 - Construction Contracts	141,484.42
PW920609-West Hills Rehabilitation IN12360	781080 - Construction Contracts	497,749.85
PW920720-Senior Center Building Renovations	781080 - Construction Contracts	626,148.09
PW920723-Our Place - Riverhouse	781080 - Construction Contracts	3,267.65
PW920728-NV Cares Campus-Supp Housing-IN12252	781080 - Construction Contracts	5,403,670.00
PW920728-NV Cares Campus-Supp Housing-IN12252	818000 - Transfer to Intrafund	(6,418,874.95)
IN12252-Home Means Nevada Initiative	818000 - Transfer to Intrafund	6,418,874.95
PW920856-Parks Public Water System - Ops Plan Imp	781080 - Construction Contracts	15,836.04
PW920862-Lemmon Villy Park Restroom/Ballfield Imp	781080 - Construction Contracts	1,792.00
PW920864-Ranch House Settling Mitigation	781080 - Construction Contracts	643.75
PW920865-Virginia Foothills Playground Replacemen	781080 - Construction Contracts	189,163.70
PW920866-Golden Valley Park Playground Replacemen	781080 - Construction Contracts	136,350.17
PW920869-Fitness Courts Renown IN29034	818000 - Transfer to Intrafund	(42,293.00)
IN29034-Renown-Fitness Courts	818000 - Transfer to Intrafund	42,293.00
PW920872-Davis Creek Park Campground - Water Syst	781080 - Construction Contracts	97,554.70
PW920875-Washoe Golf Course HVAC Replacement	781080 - Construction Contracts	261,676.79
Total Expenditures/Transfers		13,334,827.76

Parks Capital Fund (404)	GL Account	Increase/Decrease
Source of Funds:		
Unappropriated Fund Balance	Cash Account 4403	35,763.33
Unappropriated Fund Balance	Cash Account 4406	200,000.00
Unappropriated Fund Balance	Cash Account 4415	500,000.00
Unappropriated Fund Balance	Cash Account 4423	22,086.86
Unappropriated Fund Balance	Cash Account 4426	7,092.50
IO12132-Galena Schoolhouse Restoration Ph1 CCCHP	432100 - State Grants	79,400.00
IO12091-Rancho San Rafael Playground LWCF	431100 - Federal Grants	290,000.00
IO11848-Sierra Front Trail Planning	431100 - Federal Grants	152.90
Total Sources		1,134,495.59
Expenditures/Transfers:		
Cost Object	GL	Amount
PK900142-Ellen's Park Playground Renovation	781080 - Construction Contracts	35,763.33
PK900144-Galena Schoolhouse Reno CCCHP-IN12132	781002 - Building Improvement Capital	79,400.00
PK900144-Galena Schoolhouse Reno CCCHP-IN12132	818000 - Intrafund	(79,400.00)
IO12132-Galena Schoolhouse Restoration Ph1 CCCHP	818000 - Intrafund	79,400.00
900200 - 2a1 Cold Springs 0102b	710500 - Other Expense	200,000.00
PK052111-Ballardini Loop Trails WC-1	710200 - Service Contract	4,800.00
PK052114-Carcione-Master Plan Implementation	781080 - Construction Contracts	17,286.86
PK052316-Rancho Playground Improvements	781080 - Construction Contracts	7,092.50
PK052322-Rancho San Rafael Playground LWCF-IO12091	781080 - Construction Contracts	290,000.00
PK052322-Rancho San Rafael Playground LWCF-IO12091	818000 - Intrafund	(290,000.00)
IO12091-Rancho San Rafael Playground LWCF	818000 - Intrafund	290,000.00
PK906050-Sierra Fron Trail Planning	781080 - Construction Contracts	152.90
PK906050-Sierra Fron Trail Planning	818000 - Intrafund	(152.90)
IO11848-Sierra Front Trail Planning	818000 - Intrafund	152.90
900280-RCT 2c 0102k (For Melio Gaspari-F402)	781080 - Construction Contracts	500,000.00
Total Expenditures/Transfers		1,134,495.59

RECOMMENDATION

It is recommended that the Board of County Commissioners approve a resolution to augment the Capital Improvements Fund in the amount of [\$13,334,827.76], and the Parks Capital Projects Fund in the amount of [\$1,134,495.59] to increase revenue, expenditure, and transfer authority for capital projects for fiscal year 2025 in accordance with Nevada Revised Statute (NRS) 354.598005; and direct Finance 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 [\$13,334,827.76], and the Parks Capital Projects Fund in the amount of [\$1,134,495.59] to increase revenue, expenditure, and transfer authority for capital projects for fiscal year 2025 in accordance with Nevada Revised Statute (NRS) 354.598005; and direct Finance to make the appropriate budget amendments.”