

WASHOE COUNTY

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STAFF REPORT BOARD MEETING DATE: April 28, 2015

DATE: April 20, 2015

TO: Board of County Commissioners

FROM: Al Rogers, Management Services Director, Manager's Office

(775) 328-3606, ARogers@washoecounty.us

THROUGH: John Slaughter, Washoe County Manager

(775)328-2060, jslaughter@washoecounty.us

SUBJECT: Status report and possible direction to staff on the County Manager's

recommended Capital Improvements Plan for Fiscal Years 2016-2020 and possible approval of change in current Board policy relating to

Stabilization Funding.

SUMMARY

The purpose of this item is to provide a status report an possible direction to staff on the Manager's recommended Capital Improvements Plan for Fiscal Years 2016-20 and possible approval of change in current Board of County Commission policy relating to Stabilization Funding; and, direct the County Manager to return to the Board of County Commission with a Tentative and Final Budget incorporating the approved County Manager's Capital Improvements Plan for Fiscal Years 2016-2020 recommendations for adoption at the public hearing scheduled for May 18, 2015.

Washoe County Strategic Objective supported by this item: Sustainability of our financial, social and natural resources

PREVIOUS ACTION

May 10, 2011: Approved a fund balance policy that set a minimum fund balance in the General Fund for the purpose of stabilization at 1.5%.

June 26, 2012: Approved an amendment to the fund balance policy that set a minimum fund balance in the General Fund for the purpose of stabilization at 1.5% of expenditures and other uses excluding material one-time expenditure items.

May 19, 2014: Approved the Washoe County Fiscal Budget for 2014-2015.

BACKGROUND

Due to limited resources, the current proposed projects have a very high priority, or in the case of Parks Capital Fund projects, are projects that have special funding sources like grants or dedicated funding from local or state voter-approved initiatives. Over the next five years, the CIP plan totals just over \$183.9 million with the primary sources of funding coming from dedicated sources such as residential/parks construction tax, grants, voter initiatives, and debt financing. For FY 15/16, capital plan funding totals \$48.4 million. The Capital Improvement Plan detail for which approval is being sought is included as Attachment A to this staff report. One of the six (6) FY16 Goals indentified by the Board at the retreat is "enhance community safety through investing in critical infrastructure for current and future needs. Ongoing capital investment is extremely important for any government, and postponing the upkeep of infrastructure can have a compounding effect on expenditures in future years. As the economy recovers, funding for County's investment in capital assets and infrastructure will continue to be a priority.

Stabilization Fund Policy

NRS 354.6115 authorizes local governments to establish a fund to stabilize their operations and mitigate the effects of natural disasters. The statutory restrictions for such a fund are limited to two types of situations: (1) "if the total actual revenue of the local government falls short of the total anticipated revenue in the general fund for the fiscal year in which the local government uses the money" and (2) to pay expenses "to mitigate the effects of a natural disaster" that is formally declared by the governing body of the local government. There is no minimum amount set in law for a local government's stabilization account and indeed, it is not mandatory to maintain such an account. The law does set a maximum of 10% of General Fund expenditures.

From FY 2004/05 through FY 10/11, the total balance of the Stabilization Fund ranged from \$2.25 million to \$3.25 million. However, due to the tight restrictions set in law, there was only one instance where the County accessed the fund, in FY 07/08 as a result of a revenue shortfall. The County could not use the balance in the Stabilization Fund, for example, to cover any of the Incline Village property tax settlement because of the legal restrictions on the fund nor could it use the balance to cover legal costs for example on a major jury trial in the county. During times of natural disasters, historically the County has used existing unappropriated General Fund balances and/or FEMA funds to cover its expenses.

For these reasons, the Office of the County Manager/Budget Office is proposing to amend the current Board policy for stabilization to set a minimum reserve for the purpose of stabilization at \$3,000,000, rather than on a percentage basis. Staff believes this is a reasonable amount to cover unanticipated staff costs involved in responding to natural disasters or emergencies.

The monies resulting from a reduction of the stabilization fund from the current level of \$4.1 million to \$3 million represent one-time monies and accordingly are proposed to be transferred to the Capital Improvement Projects fund, thus increasing the General Fund's contribution to the CIP from \$3 million to \$5 million.

FISCAL IMPACT

Fiscal impacts will be included in the final recommended budget based on recommendations made by the Board of County Commissioners and/or the County Manager.

RECOMMENDATION

It is recommended that the Board acknowledge the status report and provide possible direction to staff on the County Manager's recommended Capital Improvements Plan for Fiscal Years 2016-2020 and possible approval of change in current Board policy relating to Stabilization Funding.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be, "move to acknowledge the status report and possible direction to staff on the County Manager's recommended Capital Improvements Plan for Fiscal Years 2016-2020 and possible approval of change in current Board policy relating to Stabilization Funding.

	Year 1	Year 2	Year 3	Year 4	Year 5	
FY 2016/2016 - 2019/2020 Project List	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	Total 5 Years
Projects						
Capital Improvements Fund Projects						
1 S. Sierra Street - Roof Replacement	580,000	-	-	-	-	580,000
220 S. Center St Elevator replacement	-	-	460,000	-	-	460,000
350 Center St 2nd floor VAV replacement	-	-	-	224,000	-	224,000
350 Center St Window replacement	-	-	-	300,000	-	300,000
75 Court St Historic Elevator upgrades	-	-	-	610,000	-	610,000
75 Court St Main elevator upgrades	-	-	350,000	-	-	350,000
75 Court St Window replacement	-	-	-	-	165,000	165,000
911 Parr Blvd Detention Lock Replacements	400,000	300,000	-	-	-	700,000
911 Parr Blvd HU-1 and HU-2 HVAC replacement	1,200,000	-	-	-	-	1,200,000
911 Parr Blvd HU-6 HVAC replacement	-	620,000	-	-	-	620,000
911 Parr Blvd HU-9 HVAC replacement	-	-	620,000	-	-	620,000
911 Parr Blvd Motor Pool HVAC renovation	-	-	-	-	550,000	550,000
911 Parr Blvd Re-Roof lower detention	-	800,000	-	-	-	800,000
9th Street - Building C roof replacement	-	-	180,000	-	-	180,000
9th Street - Building D HVAC replacement	-	-	-	430,000	-	430,000
9th Street - Building D roof replacement	-	-	-	220,000	-	220,000
9th Street - Parking lots A,B,C replacement	-	-	210,000	-	-	210,000
Admin. Complex - window and exterior joint seal	-	-	200,000	-	-	200,000
Assessor - Tech Conference/Research Rooms	120,000	-	-	-	-	120,000
Bartley Ranch - Parking lot replacement	110,000	-	-	-	-	110,000
Bowers Mansion - Parking lot replacement	-	310,000	-	-	-	310,000
Bowers Pool - Mechanical renovation/upgrade	-	300,000	-	-	-	300,000
District Court - Carpet	-	-	200,000	-	-	200,000
District Court - Employee Restroom	-	-	-	-	102,000	102,000
District Court - Juror Parking Lot	-	-	-	-	250,000	250,000
District Court - Repaint Exterior of 75 Court St.	-	-	-	-	150,000	150,000
Ellens Park - Playground equipment and surface	-	200,000	-	-	-	200,000
Health - Entrance Safety Improvements	-	-	-	-	210,000	210,000
Health - Tuberculosis Program Relocation	-	-	150,000	-	-	150,000
Health - Workstation Retrofits	-	120,000	-	-	-	120,000
Hidden Valley - pave dirt road and parking	-	-	-	100,000	-	100,000
Hidden Valley - Playground re-surface	-	160,000	-	-	-	160,000
Longley Lane - Parking lot replacement	-	-	340,000	-	-	340,000
Longley Lane - Stormwater - Sand dome	500,000	-	-	-	-	500,000

	Year 1	Year 2	Year 3	Year 4	Year 5	
FY 2016/2016 - 2019/2020 Project List	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	Total 5 Years
Northwest Library - HVAC replacement	-	-	-	225,000	-	225,000
Rancho - Irrigation System Phase II	-	600,000	600,000	-	-	1,200,000
Rancho - Playground equipment and surface	-	250,000	-	-	-	250,000
Regional Shooting - Pave dirt road and parking	-	-	100,000	-	-	100,000
RPSTC - Roof re-seal	-	-	-	-	150,000	150,000
Security related building modifications	350,000	-	-	-	-	350,000
South Valley - Playground re-surface	-	160,000	-	-	-	160,000
Sparks Library - roof replacement	-	-	-	-	340,000	340,000
Whites Creek - Playground equipment and surface	-	200,000	-	-	-	200,000
Centralized Storage Systems Refresh	-	-	-	335,000	450,000	785,000
CSD - Asset Management Software	200,000	-	-	-	-	200,000
Medical Examiner - LODOX Digital Radiography	-	424,000	-	-	-	424,000
Microsoft Licensing	-	263,000	120,000	-	-	383,000
Network Core Campus Router Upgrades	190,000	-	185,000	185,000	225,000	785,000
Permanent Archival Film to Digital Project	192,000	-	-	-	-	192,000
Physical Security Replace Lenel Video System	-	877,300	-	-	-	877,300
VOIP - Infrastructure - Downtown Court Complex	839,000	-	-	-	-	839,000
VOIP - Infrastructure - Edison Way	-	103,000	-	-	-	103,000
VOIP - Infrastructure - Jan Evans	-	126,000	-	-	-	126,000
VOIP - Infrastructure - Longley Lane	-	126,000	-	-	-	126,000
VOIP - Infrastructure - Sparks Justice Court	-	126,000	-	-	-	126,000
VOIP- Infrastructure - Spectrum Campus	-	339,000	-	-	-	339,000
VRS Base Station hardware and software upgrade	-	-	136,000	-	-	136,000
Capital Improvements Fund Total	4,681,000	6,404,300	3,851,000	2,629,000	2,592,000	20,157,300
Parks Capital Projects						
Crystal Peak Park One-Way Exit	110,200	-	-	-	-	110,200
Galena School House Improvements	90,000	-	-	-	-	90,000
Galena Terrace Park Development	234,000	-	-	-	-	234,000
North Valley Playground	120,100	-	-	-	-	120,100
Gator Swamp Playground	400,000	-	-	-	-	400,000
Eagle Canyon Park Restroom	500,000	-	-	-	-	500,000
Sun Valley GID	128,328	-	-	-	-	128,328
New Washoe City Playground Rehab	108,343	-	-	-	-	108,343
Arboretum Green House	100,000	-	-	-	-	100,000
Ballardini Ranch Trails	250,000	-	-	-	-	250,000
Bowers Mansion Parking Lot	250,000	-	-	-	-	250,000

	Year 1	Year 2	Year 3	Year 4	Year 5	
FY 2016/2016 - 2019/2020 Project List	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	Total 5 Years
Lake Tahoe Bike Path P4	75,000	· -	-	· · ·	-	75,000
Hunter Creek Trailhead	30,000	_	_	_	_	30,000
Crystal Peak Park Road	55,992	-	-	-	_	55,992
Golden Eagle Trailhead	243,857	_	_	_	_	243,857
Rancho San Rafael Wetland Mitigation	90,000	_	_	_	_	90,000
North Valley Recreation Improvements	1,244,938	-	-	-	_	1,244,938
Arboretum Greenhouse	185,000	-	-	-	-	185,000
Parks Capital Total	4,215,758	-	-	-	-	4,215,758
Capital Facilities Tax Fund Projects						
Medical Examiner Building	9,789,682	-	-	-	-	9,789,682
911 Parr Blvd Infirmary Expansion	-	-	1,300,000	14,500,000	-	15,800,000
North Valley Library - New building	-	1,200,000	13,500,000	-	-	14,700,000
Capital Facilities Tax Fund Projects Total	9,789,682	1,200,000	14,800,000	14,500,000	-	40,289,682
Other Funds Projects						
General Fund Projects	435,500	-	-	-	-	435,500
Health Fund	80,880	-	-	-	-	80,880
Animal Services Fund Projects	150,000	-	-	-	-	150,000
Enhanced 911 Fund Revenue	350,000	-	-	-	-	350,000
Regional Public Safety Training Center	145,000	-	-	-	-	145,000
Regional Communications System Projects	457,000	-	-	-	-	457,000
Roads Fund Projects	3,745,000	3,600,000	3,600,000	3,600,000	3,600,000	18,145,000
Other Restricted Special Revenue Fund Projects	4,390,000	-	-	-	-	4,390,000
Other Funds Total	9,753,380	3,600,000	3,600,000	3,600,000	3,600,000	24,153,380
Utilities Fund Projects						
Golden Valley Water Rights Purchase	75,000	75,000	75,000	75,000	75,000	375,000
Huffaker Hills Reservoir Lining Improv - P2	2,200,000	-	-	-	-	2,200,000
Field Creek Pump Replacement	75,000	75,000	75,000	-	-	225,000
Huffaker Reservoir Water Quality Management	100,000	500,000	-	-	-	600,000
Reclaim Truck Fills	-	100,000	-	-	-	100,000
Field Creek Reservoir Water Quality Management	-	500,000	-	-	-	500,000
Dorothy Towne (Zircon) Lift Station Improv	700,000	-	-	-	-	700,000
STMWRF Solids Management Facility	6,670,000	-	-	-	-	6,670,000
STMWRF Utility Operations Building	187,500	-	-	-	-	187,500
STMWRF Enhancement Projects	1,075,000	950,000	-	-	750,000	2,775,000
Cold Springs WRF Enhancement Projects	100,000	-	-	-	-	100,000
SW Vista Lift Station Sewer Main Extension	200,000	-	-	-	-	200,000

	Year 1	Year 2	Year 3	Year 4	Year 5	
FY 2016/2016 - 2019/2020 Project List	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	Total 5 Years
Horizon Hills Sewer System Improvements	-	-	-	225,000	225,000	450,000
Reclaimed Water Transmission Main Extensions	200,000	200,000	200,000	200,000	200,000	1,000,000
STMWRF Solids Management Facility	3,330,000	-	-	-	-	3,330,000
Pleasant Valley Interceptor Reach 4	150,000	-	-	-	-	150,000
STMWRF New Capacity to 6 MGD	-	-	-	-	35,000,000	35,000,000
Pleasant Valley Interceptor Reach 3A	-	-	-	-	3,000,000	3,000,000
Pleasant Valley Interceptor Reach 3B	-	-	-	-	4,000,000	4,000,000
Pleasant Valley Interceptor Reach 3C	-	6,000,000	-	-	-	6,000,000
Pleasant Valley Interceptor Reach 4	-	8,000,000	-	-	-	8,000,000
Phased Sewering Project Phase 1B - Grant	2,526,024	-	-	-	-	2,526,024
Utilities Fund Projects Total	17,588,524	16,400,000	350,000	500,000	43,250,000	78,088,524
Equipment Services Fund Projects						
Heavy Equipment Lease/Purchase	-	-	1,416,000	2,035,000	-	3,451,000
Heavy Equipment Replacement	800,000	700,000	800,000	900,000	1,000,000	4,200,000
Light Equipment Replacement	1,600,000	1,800,000	1,900,000	2,000,000	2,000,000	9,300,000
Equipment Services Fund Projects Total	2,400,000	2,500,000	4,116,000	4,935,000	3,000,000	16,951,000
Total All Projects	\$ 48,428,344	\$ 30,104,300	\$ 26,717,000	\$ 26,164,000	\$ 52,442,000	\$183,855,644

WASHOE COUNTY CAPITAL IMPROVEMENTS PROGRAM FISCAL YEAR 2016-2020

FUND SUMMARY

	Year 1	Year 2	Year 3	Year 4	Year 5	
CAPITAL FUNDS SUMMARY	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	Total 5 Years
Fund						
Capital Improvement Fund	4,681,000	6,404,300	3,851,000	2,629,000	2,592,000	20,157,300
Parks Capital Fund	4,215,758	-	-	-	-	4,215,758
Capital Facilities Tax Fund	9,789,682	1,200,000	14,800,000	14,500,000	-	40,289,682
Other Funds	9,753,380	3,600,000	3,600,000	3,600,000	3,600,000	24,153,380
Utilities Fund	17,588,524	16,400,000	350,000	500,000	43,250,000	78,088,524
Equipment Services Fund	2,400,000	2,500,000	4,116,000	4,935,000	3,000,000	16,951,000
Total Funding Sources and Uses	\$ 48,428,344	\$ 30,104,300	\$ 26,717,000	\$ 26,164,000	\$ 52,442,000	\$183,855,644

FUNCTIONAL SUMMARY						
	Year 1	Year 2	Year 3	Year 4	Year 5	
Functional Summary	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	Total 5 Years
Function						
Culture and Recreation	4,325,758	3,380,000	14,200,000	325,000	340,000	22,570,758
General Government	4,241,000	4,460,300	5,487,000	6,105,000	3,675,000	23,968,300
Health	80,880	120,000	150,000	-	210,000	560,880
Judicial	4,970,000	-	1,010,000	1,134,000	667,000	7,781,000
Public Safety	12,491,682	2,144,000	1,920,000	14,500,000	700,000	31,755,682
Public Works	3,945,000	3,600,000	3,600,000	3,600,000	3,600,000	18,345,000
Utilities	17,588,524	16,400,000	350,000	500,000	43,250,000	78,088,524
Welfare	785,500	-	-	-	-	785,500
Total	\$ 48,428,344	\$ 30,104,300	\$ 26,717,000	\$ 26,164,000	\$ 52,442,000	\$183,855,644

REVENUE SOURCES SUMMARY						
	Year 1	Year 2	Year 3	Year 4	Year 5	
Revenue Summary	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	Total 5 Years
Revenue Source						
Ad Valorem	4,765,219	6,200,000	3,800,000	3,500,000	4,000,000	22,265,219
Grants	2,526,024	-	-	-	-	2,526,024
Fees and Charges	21,962,100	19,909,022	3,677,037	3,448,593	44,511,311	93,508,063
Interest Earnings	604,280	395,278	639,963	615,407	330,689	2,585,617
Fuel Taxes	3,745,000	3,600,000	3,600,000	3,600,000	3,600,000	18,145,000
Parks Bonds, Grants, and Taxes	4,215,758	-	-	-	-	4,215,758
Debt Financing	10,609,963	-	15,000,000	15,000,000	-	40,609,963
Total	\$ 48,428,344	\$ 30,104,300	\$ 26,717,000	\$ 26,164,000	\$ 52,442,000	\$183,855,644

The attached document was submitted to the
Washoe County Board of Commissioners during
the meeting held on April 28, 2015.
by Al Rogers
for Agenda Item No
and included here pursuant to NRS 241.020(7) as
amended by AB65 of the 2013 Legislative Session.

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Fiscal Years 2016 – 2020 County Manger Recommend Capital Improvement Plan



CIP

- CIP Process Update
- Stabilization Fund Policy

Strategic Plan • CIP Recommendations

Next Steps Public Hearing and adoption of FY 16 Budget

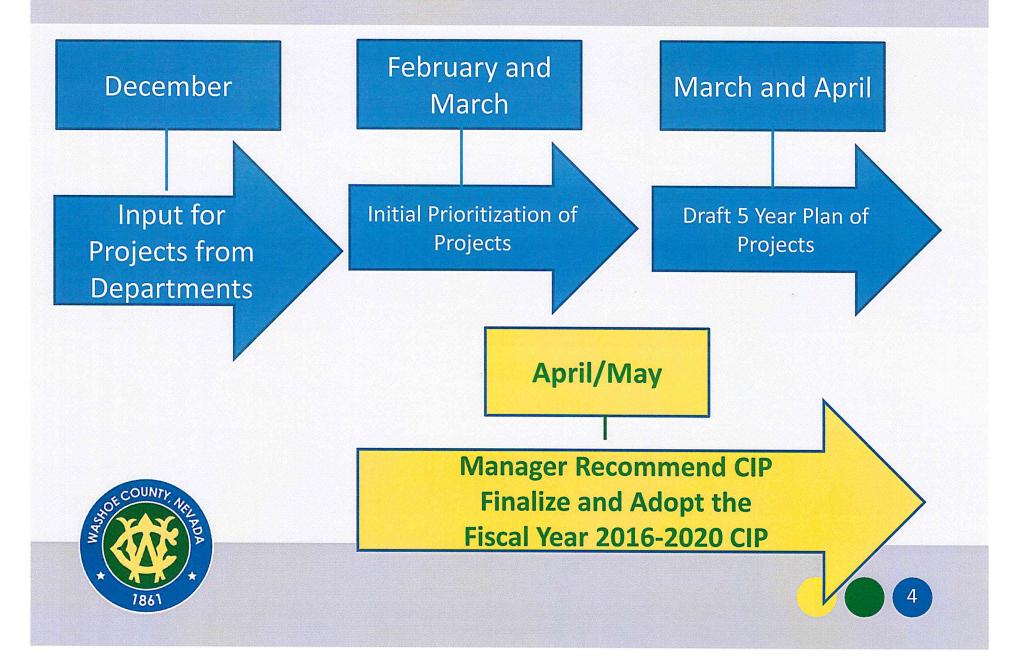


Capital Improvement Plan

- Capital Improvement Plan
 Process Update
- Stabilization Fund Policy



Capital Improvement Plan Process Update



Capital Improvement Plan

- Capital Improvement Plan Process Update
- Stabilization Fund Policy





Stabilization Fund Policy

- Authorized by NRS 354.6115
 - 1995 Legislature "Rainy Day Fund"
 - Restrictive
 - Revenue shortfall
 - Mitigate effects of natural disaster
 - Maximum fund balance of 10%
- Established by Board in 2011
 - 1.5% of General Fund expenditures
- Last utilized in FY08 for revenue shortfall
 - \$1M was used



Stabilization Fund Policy

Proposal to amend current policy:

- Establish minimum reserve of \$3,000,000 vs percentage
- Transfer difference to Capital Improvement Projects Fund
- Difference approx. \$1,100,000 Million



Strategic Plan FY16 Project Highlights





Capital Funds Summary

Enhance Community
 Safety through
 Investing in
 Infrastructure for
 Current and Future
 Needs

Capital Improvement Fund - \$4.7 Million

Parks Capital Fund - \$4.2 Million

Capital Facilities Tax Fund – 9.8 Million

Other Funds - \$9.7 Million

Utilities Funds - \$17.6 Million

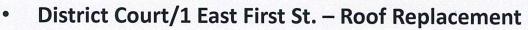
Equipment Services Fund – 2.4 Million



TOTAL FY16 - \$48.4M

Capital Improvement Fund

Enhance Community
Safety through
Investing in
Infrastructure for
Current and Future
Needs



o \$580K

Sheriff's Office/911 Parr – Detention Lock Replacement

o \$400K

Sheriff's Office/911 Parr – HVAC Replacement

o \$1.2M

Assessor's Office – Tech/Research Room

o \$120K

CSD/Bartley Ranch Park – Parking Lot

o \$110K

CSD/Longley Complex – Sand Dome

o \$500K

Capital Improvement Fund (cont.)

Enhance Community
Safety through
Investing in
Infrastructure for
Current and Future
Needs

- CSD Asset Management Software
 - o \$200K
- Tech Services Network Router Upgrades
 - o \$190K
- Tech Services Film to Digital Project
 - o \$192K
- Tech Services VOIP at Court Complex
 - o \$839K

TOTAL CAPITAL IMPROVEMENT FUND PROJECTS - \$4.7M



Parks Capital Projects

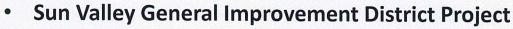
- Crystal Peak Park One Way Exit
 - o \$110K
- Galena School House Improvements
 - o \$90K
- Galena Terrace Park Development
 - o \$234K
- North Valley Playground
 - o \$120K
- Gator Swamp Playground
 - o \$400K
- Eagle Canyon Park Restroom
 - o \$500K

Enhance Community
Safety through
Investing in
Infrastructure for
Current and Future
Needs



Parks Capital Projects (cont.)

Enhance Community
Safety through
Investing in
Infrastructure for
Current and Future
Needs



o \$128K

New Washoe City Park Playground Rehab

o \$108K

Arboretum Green House

o \$100K

Ballardini Ranch Trails

o \$250K

Bowers Mansion Parking Lot

o \$250K

Lake Tahoe Bike Path

o \$75K

Parks Capital Projects (cont.)

Enhance Community
Safety through
Investing in
Infrastructure for
Current and Future
Needs

- Hunter Creek Trailhead
 - o \$30K
- Crystal Peak Park Road
 - o \$56K
- Golden Eagle Trailhead
 - o \$234K
- Rancho San Rafael Wetland Mitigation
 - o \$90K
- North Valleys Regional Park Improvements
 - o \$1.2M

TOTAL PARKS CAPITAL - \$4.215 MILLION



Capital Facilities Tax/Other Fund Projects

Enhance Community
Safety through
Investing in
Infrastructure for
Current and Future
Needs



Capital Facilities Fund

- Medical Examiner Building
 - o \$9.8M

Other Funds

- Other Restricted Special Revenue Projects
 - o \$4.4M
 - Court Expansion Fund
- Roads Fund Projects
 - o \$3.74M
- Regional Communications Projects
 - o \$457K
- Enhanced 911 Projects
 - o \$350K
- Regional Public Safety Training Center
 - o \$145K

Utilities/Equipment Services Fund Projects

Enhance Community
Safety through
Investing in
Infrastructure for
Current and Future
Needs



<u>Utilities Fund</u>

- South Truckee Meadows Water Reclamation Facility (STMWRF)
 - Solids Management Facility
 - o \$10M
- Huffaker Hills Reservoir Lining Improvement
 - o \$2.2M
- STMWRF Enhancements
 - o \$1.07M
- Dorothy Towne (Zircon) Lift Station Improvement
 - o \$700K
- SW Vista Lift Station Sewer Main Extension
 - o \$200K

• **Equipment Services**

- Light Equipment Replacement
 - o \$1.6M
- Heavy Equipment Replacement
 - o \$800K

Next Step

- May 18th, 2015
 - Public Hearing and Adoption of the Fiscal Year 2016 Final Budget



