



# WASHOE COUNTY

"Dedicated To Excellence in Public Service"

www.washoecounty.us

CM/ACM \_\_\_\_\_  
Budget \_\_\_\_\_  
DA \_\_\_\_\_  
Comptroller \_\_\_\_\_  
HR \_\_\_\_\_  
Other \_\_\_\_\_

## STAFF REPORT BOARD MEETING DATE: February 10, 2015

**DATE:** January 21, 2015  
**TO:** Board of County Commissioners  
**FROM:** Gabrielle Enfield, County Grants Administrator,  
Office of the County Manager  
775-328-2009, genfield@washoecounty.us  
**THROUGH:** Al Rogers, Director of Management Services  
**SUBJECT:** Adoption of Resolution modifying guidelines for County Commission District Special Funding Accounts, with an allocated amount of \$65,610 for fiscal year 2014-15; and direct Comptroller's Office to make the appropriate budget adjustments. (All Commission Districts)

### SUMMARY

Adopts a resolution modifying guidelines for County Commission District Special Funding Accounts, with a budget of \$65,610 for fiscal year 2014-15 and directs the Comptroller's Office to make the appropriate budget adjustments.

### **Washoe County Strategic Objective supported by this item:**

- Safe, secure and healthy communities

### PREVIOUS ACTION

October 14, 2014 - Board of County Commissioners directed staff to bring back to the Board the allocation of funds from the Special Purpose grants not funded in Fiscal Year 14-15, going to the Commission District's special funding accounts.

September 23, 2014 - Board of County Commissioners directed staff to bring back to the Board, at least three options for the Special Purpose awards, and at least one option be to provide funds for each Commission District.

December 8, 2004 - Board of County Commissioners adopted a Resolution to Establish the Guidelines for the County Commission District Special Accounts.

AGENDA ITEM # 7E

December 14, 1999 - Board of County Commissioners adopted its original Resolution to Establish the Guidelines for the County Commission District Special Accounts.

**BACKGROUND**

The adoption of the December 14, 1999 Resolution by the Board of County Commissioners created the Special Funding Accounts for the Commission Districts. The monies appropriated in these accounts have been used for projects and causes which are appropriate and legal public expenditures that provide board public benefits. During the county's budget reductions, the Special Funding Accounts for the Commission Districts were eliminated from the budget.

September 23, 2014 the Board directed staff to provide alternative options for the Special Purpose grant awards for fiscal year 2014-15 with at least one option to provide funds for each Commission District. At the October 14, 2014 meeting staff provided the alternative options for the Special Purpose grant awards for fiscal year 2014-15 including the option to use the funding to provide funds for each Commission District. The Board directed staff to support the mandated Special Purpose awards and continue support to EDawn, with the remainder of the grant money going to the Commission District's special funding accounts. The action on the specific allocation of the grant funds could not be made at the October 14<sup>th</sup> meeting, per state law.

The purpose of this action is to modify the guidelines for the County Commission Special District Funds and for the funds from the Special Purpose grants not funded in Fiscal Year 14-15 to be allocated to the Commission District's special funding accounts.

**FISCAL IMPACT**

Funds have been included in the Community Support Program within the Management Services Division's FY2014-2015 approved budget under cost center 181100. This action requests approval and movement of funds into the appropriate internal orders.

Special Purpose Awards: (181100-710400)	\$<65,610>
District 1 Special Funding: (TBD-710400)	\$13,122
District 2 Special Funding: (TBD-710400)	\$13,122
District 3 Special Funding: (TBD-710400)	\$13,122
District 4 Special Funding: (TBD-710400)	\$13,122
District 5 Special Funding: (TBD-710400)	<u>\$13,122</u>
Total:	\$65,610

**RECOMMENDATION**

It is recommended that the Board adopt a Resolution modifying guidelines for County Commission District Special Funding Accounts, with an allocated amount of \$65,610 for fiscal year 2014-15; and direct Comptroller's Office to make the appropriate budget adjustments.

**POSSIBLE MOTION**

A possible motion would be: move to *“approve adoption of Resolution modifying guidelines for County Commission District Special Funding Accounts, with an allocated amount of \$65,610 for fiscal year 2014-15; and direct Comptroller’s Office to make the appropriate budget adjustments.”*

RESOLUTION MODIFYING GUIDELINES FOR  
COUNTY COMMISSION DISTRICT SPECIAL FUNDING ACCOUNTS

WHEREAS, it is not always possible to plan for pre-determined levels of service to the community, the Washoe County Board of County Commissioners have expressed the desire to have special funding for certain types of commissioner district needs not budgeted, and

WHEREAS, there are sufficient appropriations for funding the County Commissioner District Special Funding Accounts; and

WHEREAS, the Board of County Commissioners acted on December 14, 1999 to created the County Commission District Special Funding Accounts.

WHEREAS, the Board of County Commissioners acted on December 21, 2004 to establish guidelines for County Commission District Special Funding Accounts.

WHEREAS, the Board of County Commissioners desires again to modify these guidelines and desires that this resolution superseded and replace the above identified resolutions.

WHEREAS, NRS 244.1505 provides that a Board of County Commissioners may expend money for any purpose which will provide a substantial benefit to the inhabitants of the County and that a board may make a grant of money to a nonprofit organization created for religious, charitable or educational purposes to be expended for a selected purpose; and

WHAREAS, pursuant to NRS 244.1505(3), grant or donation must be made by resolution. The resolution must specify:

- (a) The purpose of the grant or donation
- (b) If applicable, the maximum amount to be expended from the grant; and
- (c) Any conditions or other limitation upon the expenditures of the grant or the use of the donated property.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF WASHOE IN THE STATE OF NEVADA:

Section I. That the following constitute the general policies and procedures for use of County Commissioner District Special Funding Accounts:

1. The money must be appropriated as part of the budget process.
2. The money must be utilized toward projects or causes that:
  - a. Are otherwise appropriate and legal public expenditures;
  - b. Provide a broad public benefit;

- c. Do not provide any personal or private benefit for the Commissioners making the recommendation.
3. Any use of the appropriations must be approved by resolution in a noticed public meeting where the full commission is present.
4. Any funding, not otherwise obligated by June 15th of any given year, will be returned to the General Fund at the end of each fiscal year.
5. Each commissioner district will have an account established within the fund accounting system.
6. Recommendations for donations from a commissioner district account shall follow the submission and review process.
7. Each commissioner will be entitled to recommend donations, under the parameters of this resolution and applicable laws; in the amount of one-fifth of the amount allocated in the budget for Commissioner District Special Funding Accounts. In the event a commissioner's seat is up for election, the funding available for recommendations by that commissioner is to be prorated based on the number of days he or she served as a commissioner during the fiscal year.
8. The individual commissioner district accounts must not go over the budgeted amount.
9. During any budget cycle where a hardship is projected and it is anticipated that all departments will be requested to reduce funding levels, the County Commissioner District Special Funding Accounts will be reduced pro rata to departmental reductions.

Section II. A commissioner who becomes a candidate, as defined by NRS 294A.004, for any public office shall not be entitled to make a recommendation for donation during the time the commissioner files for public office until such time that commissioner is no longer a candidate.

Section III. Purchases strictly forbidden by the policy, regardless of Board approval are listed below.

1. Use of the funds that will directly or indirectly benefit any campaign efforts by a Commissioner;
2. Use of the funds in violation of the Ethics in Government law.
3. Use of funds for purchase of tickets to special events.

Section IV. In addition to the restrictions contained in this resolution all grants or donations must comply with NRS 244.1505. The recipient must be a nonprofit organization created for religious, charitable or educational purposes, or a governmental entity.

Section V. This Resolution shall be effective upon passage and approval.

Section VI. The County Clerk is hereby directed to distribute copies of the resolution to the Commissioners, Comptroller and the Budget Division within 30 days of Board Action.

ADOPTED this 10<sup>th</sup> day of February, 2015.

\_\_\_\_\_  
Marsha Birkbigler, Chairman  
Washoe County Commission

ATTEST:

\_\_\_\_\_  
County Clerk

RESOLUTION MODIFYING GUIDELINES FOR  
COUNTY COMMISSION DISTRICT SPECIAL FUNDING ACCOUNTS

WHEREAS, it is not always possible to plan for pre-determined levels of service to the community, the Washoe County Board of County Commissioners have expressed the desire to have special funding for certain types of commissioner district needs not budgeted, and

WHEREAS, there are sufficient appropriations for funding the County Commissioner District Special Funding Accounts; and

WHEREAS, the Board of County Commissioners acted on December 14, 1999 to created the County Commission District Special Funding Accounts.

WHEREAS, the Board of County Commissioners acted on December 21, 2004 to establish guidelines for County Commission District Special Funding Accounts.

WHEREAS, the Board of County Commissioners desires again to modify these guidelines and desires that this resolution superseded and replace the above identified resolutions.

WHEREAS, NRS 244.1505 provides that a Board of County Commissioners may expend money for any purpose which will provide a substantial benefit to the inhabitants of the County and that a board may make a grant of money to a nonprofit organization created for religious, charitable or educational purposes to be expended for a selected purpose; and

WHAREAS, pursuant to NRS 244.1505(3), grant or donation must be made by resolution. The resolution must specify:

- (a) The purpose of the grant or donation
- (b) If applicable, the maximum amount to be expended from the grant; and
- (c) Any conditions or other limitation upon the expenditures of the grant or the use of the donated property.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF WASHOE IN THE STATE OF NEVADA:

Section I. That the following constitute the general policies and procedures for use of County Commissioner District Special Funding Accounts:

1. The money must be appropriated as part of the budget process.
2. The money must be utilized toward projects or causes that:
  - a. Are otherwise appropriate and legal public expenditures;
  - b. Provide a broad public benefit;
  - c. Do not provide any personal or private benefit for the Commissioners making the recommendation.
3. Any use of the appropriations must be approved by resolution in a noticed public meeting where the full commission is present.

4. Any funding, not otherwise obligated by June 15th of any given year, will be returned to the General Fund at the end of each fiscal year.
5. Each commissioner district will have an account established within the fund accounting system, and
- ~~6. Recommendations for donations from a commissioner district account shall follow the submission and review process.~~
- ~~7. Each commissioner will be entitled to recommend donations, under the parameters of this resolution and applicable laws; in the amount of one-fifth of the amount allocated in the budget for Commissioner District Special Funding Accounts. In the event a commissioner's seat is up for election, the funding available for recommendations by that commissioner is to be prorated based on the number of days he or she served as a commissioner during the fiscal year. the funding will be divided between the districts.~~
- ~~86. The individual commissioner district accounts must not go over the budgeted amount.~~
- ~~97. Recommendations for expenditures from a commissioner district account may not be presented to or approved by the Board for the period of three months prior and including the day of any election pertaining to the election of a Commission Seat.~~
- ~~108. During any budget cycle where a hardship is projected and it is anticipated that all departments will be requested to reduce funding levels, the County Commissioner District Special Funding Accounts will be reduced pro rata to departmental reductions.~~

Section II. ~~A commissioner who becomes a candidate, as defined by NRS 294A.004, for any public office shall not be entitled to make a recommendation for donation during the time the commissioner files for public office until such time that commissioner is no longer a candidate.~~

Section III. Purchases strictly forbidden by the policy, regardless of Board approval are listed below.

1. Use of the funds that will directly or indirectly benefit any campaign efforts by a Commissioner;
2. Use of the funds in violation of the Ethics in Government law.
- ~~3. Use of funds for purchase of tickets to special events.~~

Section IV. In addition to the restrictions contained in this resolution all grants or donations must comply with NRS 244.1505. The recipient must be a nonprofit organization created for religious, charitable or educational purposes, or a governmental entity.

Section VIII. This Resolution shall be effective upon passage and approval.

Section XVI. The County Clerk is hereby directed to distribute copies of the resolution to the Commissioners, Comptroller and the Budget Division within 30 days of Board Action.

ADOPTED this \_\_\_\_\_10<sup>th</sup> day of ~~December~~February, 201504.

\_\_\_\_\_  
Marsha Birkbigler, Chairman  
Washoe County Commission

ATTEST:

\_\_\_\_\_  
County Clerk