



# WASHOE COUNTY

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HR N/A  
Comptroller CS

## STAFF REPORT

BOARD MEETING DATE: June 28, 2016

**DATE:** May 3, 2016  
**TO:** Board of County Commissioners  
**FROM:** Rosemarie Entsminger, Fiscal Compliance Officer, Community Services Department Regional Parks, 328-2044, [rentsminger@washoecounty.us](mailto:rentsminger@washoecounty.us)  
**THROUGH:** Ben Hutchins, Director, Finance and Customer Service Division Community Services Department, 954-4646, [bhutchins@washoecounty.us](mailto:bhutchins@washoecounty.us)  
**SUBJECT:** Approve the asset reassignment of five vehicles from the Community Services Department Building & Safety Fund 560 to Equipment Services Division Fund 669; and direct the Comptroller's Office to make the appropriate asset adjustments [no fiscal impact]. (All Commission Districts.)

### SUMMARY

Reassign three vehicles acquired in October 2014 and two vehicles acquired in February 2016 from Community Services-Department Building & Safety Fund 560 to Community Services Department-Equipment Services Division Fund 669. Equipment Services is maintaining these vehicles and collecting replacement fees for all five vehicles.

Washoe County Strategic Objective supported by this item: Stewardship of our Community.

### PREVIOUS ACTION

On October 14, 2014, the Board of County Commissioners (Board) approved vehicle purchases for the Community Services Department (CSD) Building & Safety totaling \$101,984.83 and adopted a Resolution to augment the budget of the Washoe County Building and Safety Enterprise Fund in the amount of \$30,000; and directed the Comptroller's Office to make the appropriate adjustments.

### BACKGROUND

Five vehicles, three Toyota FJ 4x4's acquired in October 2014, equipment numbers 70012587, 70012588, 70012589 and two Toyota 4-Runners acquired in February 2016, equipment numbers 70014037 and 70014038, were purchased as approved fleet additions and are currently on the Building and Safety Fund 560 assets roll.

The routine maintenance for all five vehicles is presently performed under warranty, and is managed through the CSD's Equipment Services Division, Fund 669 (ESD).

AGENDA ITEM # 5.1.1.

Replacement fees are collected by Equipment Services for future replacement of these vehicles.

In keeping with County fleet management policy and full participation in the internal services fund for equipment, vehicles are assets of the Equipment Services Fund 669. Reassignment of the five vehicles moves the assets into the internal services fund, adheres to fleet management policy and will enable ESD to properly manage and replace the vehicles as needed.

### **FISCAL IMPACT**

Assets will be reassigned from Building & Safety Fund 560, cost center 600011 to Equipment Services Fund 669, cost center 690302 (light fleet).

Three Toyota FJ's were purchased in October 2014 with approval of the Board on October 14, 2014. Two Toyota 4-Runners were purchased in February 2016 with capital budget authority approved through the FY 2015-16 budget process. All five were fleet additions and purchased using funds available in Building and Safety Fund 560. Depreciation costs in both Fund 560 and 669 will be affected, as well as equipment and fuel fees, and have been anticipated in the FY 2016-17 budget for each fund.

### **RECOMMENDATION**

It is recommended that the Board of County Commissioners approve asset reassignment of five vehicles from Community Services Department Building & Safety Fund 560 to Equipment Services Division Fund 669; and direct the Comptroller's Office to make the appropriate asset adjustments [no fiscal impact].

### **POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be: "Move to approve asset reassignment of five vehicles from Community Services Department Building & Safety Fund 560 to Equipment Services Division Fund 669; and direct the Comptroller's Office to make the appropriate asset adjustments [no fiscal impact]."