



WASHOE COUNTY

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CM/ACM	<u>CV</u>
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DA	<u>SH</u>
Risk Mgt.	<u>N/A</u>
HR	<u>N/A</u>
Comptroller	<u>RA</u>

STAFF REPORT BOARD MEETING DATE: June 27, 2017

DATE: June 2, 2017

TO: Board of County Commissioners

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THROUGH: Dave Solaro, Arch., P.E., Director, Community Services Department, 328-3624, dsolaro@washoecounty.us
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SUBJECT: Authorize the transfer of [\$131,450] from the Capital Improvements Fund to the Capital Facilities Tax Fund to cover change orders for the Medical Examiner's Facility Project; and direct the Comptroller's Office to make the appropriate interfund budget appropriation transfers (net impact to County Budget is zero). (All Commission Districts.)

SUMMARY

The purpose of this item is to consider an interfund transfer of \$131,450 from the Capital Improvements Fund to the Capital Facilities Tax Fund to cover necessary project change orders in order to close out the Medical Examiner's Facility Project. This transfer results in a net-zero adjustment to the FY 2016-2017 approved budget for Washoe County. The Board of County Commissioners can approve an interfund transfer under the Nevada Revised Statute (NRS) 354.598005(5).

The Medical Examiner's Facility Project was approved in the Washoe County 2014/2019 Capital Improvement Plan (CIP). Funding for the construction of the facility was provided through a combination of proceeds from the sale of General Obligation bonds and existing resources in the Capital Facilities Tax Fund. An additional \$131,450 is needed from the Capital Improvements Fund to cover necessary project change orders, which have been resolved between the County and contractor. The total final cost of the project is \$12.6 million.

Strategic Objective supported by this item: Safe, Secure and Healthy Communities

PREVIOUS ACTION

January 14, 2014, the Board of County Commissioners (Board) approved an agreement for professional consulting services between Washoe County and Lumos and Associates, Inc. to provide project management services for the Washoe County Medical Examiner's Facility Project [\$310,030].

On May 13, 2014, the Board approved the Washoe County Capital Improvement Plan for FY2014/19 which included authorization for the design and construction phase of a new Washoe County Medical Examiner's Facility.

On July 1, 2014, Washoe County Purchasing approved a preconstruction services contract with Q&D Construction, Inc., for the Washoe County Medical Examiner's Facility Project [\$45,698].

On July 8, 2014, the Board approved an agreement for professional consulting services between Washoe County and VanWoert Bigotti Architects to provide architectural design services for the Washoe County Medical Examiner's Facility Project [\$766,990].

On July 22, 2014, the Board approved a resolution directing the Clerk to notify the Washoe County Debt Management Commission of the County's proposal to issue its Washoe County, Nevada General Obligation (limited tax) Building Bonds (additional secured by pledged revenues) in the maximum principal amount of \$12,000,000 for the Medical Examiner's building; providing certain details in connection therewith, and providing the effective date hereof.

On December 9, 2014, the Board approved a Resolution of Intent, proposing the issuance of, and authorizing the publication of notices relating to General Obligation (limited tax) Building Bonds (additional secured by pledged revenues) Series 2015 in the maximum principal amount of \$12,000,000 for the purpose of financing the building projects, including the Medical Examiner's building; providing the manner, form, and contents of the notices thereof; providing other matters properly related thereto; and providing the effective date hereof.

On February 24, 2015, the Board approved Amendment No. 1 to the Agreement for Professional Consulting Services between Washoe County and VanWoert Bigotti Architects to include specialty forensic consultant services for the Washoe County Medical Examiner's Facility Project [\$167,835.00].

On February 24, 2015, the Board approved an Agreement for Professional Consulting Services between Washoe County and Poggemeyer Design Group, Inc., to provide project management services for the Washoe County Medical Examiner's Facility Project [\$182,990.00].

On December 8, 2015, the Board approved an Owner-CMAR Construction Agreement between Washoe County and Q&D Construction, Inc. to provide Construction Manager at Risk (CMAR) construction services for the Washoe County Medical Examiner's Facility Project [\$10,770,482.00]; and directed the Comptroller's Office to make the appropriate budget adjustments.

On October 25, 2016, the Board approved the purchase of Systems Furniture and the installation of SpaceFile File Systems for the Washoe County Medical Examiner's Facility Project from Reno Business Interiors [\$123,713.82].

BACKGROUND

The Medical Examiner's Facility Project is the newly constructed building located at 990 E. 9th Street in Reno, Nevada.

The design phase of the project was completed on October 12, 2015. Construction activities began on January 5, 2016, following a ground breaking ceremony on December 15, 2015. The Washoe County Medical Examiner's Building ribbon cutting ceremony was held on January 18, 2017 followed by staff moving into the new facility at the end of January 2017.

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". More specifically, NRS 354.598005(5)(c) allows for the transfer of appropriations between funds upon approval by the Board of County Commissioners, as follows:

Upon recommendation of the person designated to administer the budget, the governing body may authorize the transfer of appropriations between funds or from the contingency account, if:

- (1) The governing body announces the transfer of appropriations at a regularly scheduled meeting and sets forth the exact amounts to be transferred and the accounts, functions, programs and funds affected;
- (2) The governing body sets forth its reasons for the transfer; and
- (3) The action is recorded in the official minutes of the meeting.

An interfund transfer of \$131,450 from the Capital Improvements Fund to the Capital Facilities Tax Fund is needed to cover necessary project change orders and close out the project.

FISCAL IMPACT

Additional funding from the Capital Improvements Fund is needed to cover necessary project change orders and thus close out the Medical Examiner's Facility Project:

The interfund budget appropriation transfers below, along with the current budget in the Medical Examiner's Facility Project, will cover all expenses for the completion of the building. All adjustments are within the existing FY 2016-2017 approved budget for Washoe County and are summarized below:

Decrease Expenditures

Fund	Function	Department/Expenditure	Budget Change
Capital Improvements Fund	Public Safety	Public Safety Projects – 920499 – 710585 (Undesignated Budget)	(131,450.00)

Increase Expenditures

Fund	Function	Department/Expenditure	Budget Change
Capital Facilities Fund	Public Safety	Medical Examiner Building – CF890401 – 781080 (Construction Contracts)	131,450.00

Increase Transfers Out

Fund	Function	Department/Expenditure	Budget Change
Capital Improvements Fund	Public Safety	Public Safety Projects – 920499 – 814089 (Transfer to Capital Facilities)	131,450.00

Increase Transfers In

Fund	Function	Department/Expenditure	Budget Change
Capital Facilities Fund	Public Safety	Medical Examiner Building – CF890401 – 624092 (Transfer from Public Works)	131,450.00

RECOMMENDATION

It is recommended that the Board of County Commissioners authorize the transfer of [\$131,450] from the Capital Improvements Fund to the Capital Facilities Tax Fund to cover change orders for the Medical Examiner’s Facility Project; and direct the Comptroller’s Office to make the appropriate interfund budget appropriation transfers (net impact to County Budget is zero).

POSSIBLE MOTION

Should the Board agree with staff’s recommendation, a possible motion would be. “Move to: authorize the transfer of [\$131,450] from the Capital Improvements Fund to the Capital Facilities Tax Fund to cover change orders for the Medical Examiner’s Facility Project; and direct the Comptroller’s Office to make the appropriate appropriation transfers (net impact to County Budget is zero).”