

MEMORANDUM

TO: Board of Trustees

THROUGH: Kent Walrack, District General Manager

FROM: Kate Nelson, Director of Public Works

SUBJECT: Report and Update on the Status of the Skate Park Project.
(Requesting Staff Member: Director of Public Works Kate Nelson)

**RELATED FY 2023
STRATEGIC PLAN**

**LONG RANGE PRINCIPLE #5 – ASSETS AND
INFRASTRUCTURE**

BUDGET INITIATIVE(S): The District will practice perpetual asset renewal, replacement and improvement to provide safe and superior long term utility services and recreation venues, facilities, and services.

DATE: December 11, 2024

I. RECOMMENDATION

II. BACKGROUND

During the FY 2024/25 budget process, Public Works staff were initially instructed to re-budget ongoing projects for the next fiscal year. The Capital Improvement Program (CIP) spreadsheet presented to the Board at the May 20, 2024, Budget Workshop (Item F2) included both proposed FY 2024/25 projects and the re-budgeted FY 2023/24 projects that were still in progress (previously referred to as carry-forward projects). Unfortunately, the revised approach to CIP budgeting was not effectively communicated to the Board by the previous management (5/20/24 Meeting Minutes, Page 41 / Livestream 1:12:00). This led to confusion among the Board members, and even raised concerns about the potential double-counting of the Skate Park funding (5/20/24 Meeting Minutes, Page 52 / Livestream 1:26:30).

As the budget process progressed, the new approach to re-budgeting projects was abandoned, and the project carry-forward method was reinstated. The revised CIP budget spreadsheet was presented to the Board at the May 30, 2024 meeting (Item G.3.A).

At the October 23, 2024 meeting of the Committee on Local Government Finance, it was explicitly stated that any unused funds at the end of the fiscal

year must be returned to the fund balance and re-budgeted for the next fiscal year. Since this was not done within the General Fund CIP, there is no funding allocated for the Skate Park project in FY 2024/25.

Staff have informed Washoe County of the situation and provided the necessary documentation to request an extension of the ARPA Grant through October 15, 2026. The County Staff is preparing an amendment document that will require the General Manager's signature before December 31, 2024.

Engineering has developed the updated project schedule to be able to meet the October 15, 2026 deadline:

- Budget Approval - May 2025
- Award 100% Design Documents - July 2025
- Final Design and Permitting - July 2025 - January 2026
- Bidding - February 2026
- Award Construction - March 2026
- Construction - May 1, 2026 - August 31, 2026
- Final Payment and Project Close Out - September 2026

III. ATTACHMENTS

None