

## Project Charter: Board Objective: Fiscal Stability & Core Services

**Prepared by/project manager:** Amy Irani, David Garcia, Justin Drinkwater

**Project Sponsor:** Martin Polt, Trisha Tillotson

*Note: A charter is not a detailed workplan, but a high-level orientation to define project scope, justification, broad timeline, and to identify and consider risks and resources. Please strive for not more than 2-3 pages.*

### 1. BACKGROUND AND PROJECT JUSTIFICATION

This charter is focused on the Core Services Component of this Board Objective. Core Services represents approximately 90% of the County budgeted revenue and expenses. The Core Service definition is reviewed and adopted by the Board of Supervisors. Here's the definition for 2024:

A core service is that which is fundamental to the mission of departments and the County to meet mandated and essential community services. Areas funded by the County in this category include state mandates, emergencies, and services that support community health and safety such as County infrastructure, roads, jail, justice, and basic public/mental health services and other social services.

The 2024 Board Workshop included discussion with a panel of agency heads and the Sheriff, including comments on current trends and issues in their departments related to core services. A few of the themes include:

- Continued focus on customer service, communication and collaboration (within and outside the county), and continuity of operations
- Increasing core service demands; unfunded mandates, emergency response, legislation, dynamic nature of core services within changing environment; putting pressure on agencies and departments to meet those demands
- Service impacts on staffing and workforce; mix of consultants, temporary staff, and permanent staff; challenges with hiring and retention; grant opportunities

On the last day of the 2024 Board Workshop, discussion occurred around a few priority projects in the Core Services arena that may be considered for potential allocation of Board Priority Assignment dollars to advance the projects described below.

### 2. PROJECT SCOPE AND TIMELINE

*Describe what the project will deliver – what is to be included [and what isn't included, if applicable]? For board objectives, list initiatives.*

Generally, the projects discussed below are a small subset of the total core services delivered by the County, those which we're requesting Board of Supervisors GF Board Priority assignment funding consideration. Please see the Background above for a summary of all core services.

- **Facilities-Courthouse Roof.** Remove existing roofing and replace with new. We are estimating on doing the planning for that Public Works project Fall of 2024 and go out to bid Spring of 2025. The State said their funding would be good for 3 years. If we begin the project in June of 2025 it would have to roll into 2026 for a completion in about Sept / Oct 2026. If we don't get the specifications package ready by Fall of 2024 then the whole thing may have to push 1 year.
- **Litter Removal**—look for various alternative funding sources for Western County; Eastern County funding needed from Board Priorities assignment dollars. Focus in most impacted corridors, two

contracts are anticipated for litter removal. One in Eastern Nevada County which will be paid from ARPA Climate Resiliency allocations and is anticipated to start in FY 23/24 and extend through FY 24/25. And one in Western Nevada County which funding will be proposed in the FY 24/25 Solid Waste budget and would start in FY 24/25.

- **Environmental Health Ordinance and Related Microenterprise Home Kitchen Operations (MEHKO)** – a separate charter will be prepared to evaluate MEHKO’s per BOS direction. Funding will be proposed in the FY 24/25 Environmental Health budget. While some initial work has already started, the work is anticipated to primarily occur in FY 24/25.
- **Noise Ordinance** – Funding will be proposed in the FY 24/25 Planning budget and work will start in FY 24/25.

### 3. WORKGROUP MEMBERS – ROLES & RESPONSIBILITIES

Team Member Name	Department	Roles/Responsibility
Martin Polt/Trisha Tillotson	CEO/CDA	Project Sponsors
David Garcia	CDA Solid Waste	Project Manager – Litter Removal David Garcia
Amy Irani	CDA Environmental Health	Project Manager – Environmental Health projects
Justin Drinkwater	Facilities	Project Manager – Courthouse Roof
Alicia Chaturvedula & Elise Strickler	CDA Admin; IGS Admin	Alicia Chaturvedula & Elise Strickler

### 4. HIGH LEVEL REQUIREMENTS:

*List of stakeholder, customer and sponsor needs related to the project deliverable: What must be included, considered, accomplished? What boundaries or limitations need to be adhered to? [ie cost, software compatibility, legal issues, deadlines, etc]*

#### Major Stakeholders:

Major county departmental stakeholders are included in the Workgroup Member listing above. There are additional stakeholders for the various projects:

- **Facilities-Courthouse Roof**; the Courthouse is jointly owned by County of Nevada and the State. The State Judicial Council is another key stakeholder in this effort. The Courts indicate they are willing to participate and we’re working on securing their funding.
- **Litter Removal**—look for various alternative funding sources for Western County; Eastern County funding needed from Board Priorities assignment dollars.
- **Environmental Health Ordinance and Related Microenterprise Home Kitchen Operations (MEHKO)** – a separate charter will be prepared to evaluate MEHKO’s per BOS direction to identify major stakeholders.

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- **Noise Ordinance** - Planning will coordinate the preparation of a draft ordinance and the Sheriff’s Department and Code Compliance Department are major stakeholders.

**High Level Risks and Assumptions:**

*What unknowns may impact the project? What external forces may create obstacles to furthering this work/how may they be addressed? What beliefs (assumptions) that underpin the scope/need/or requirements could be wrong?*

**5. Communications Plan:**

*Consider what communications may be needs, and related resources (staff, contracts, ad-buys)*

- **Courthouse Roof** – county Facilities staff will coordinate with PIO Team as needed
- **Litter Removal**—Solid Waste will coordinate with PIO Team
- **Environmental Health Ordinance and Related Microenterprise Home Kitchen Operations (MEHKO)** – a separate charter will be prepared to evaluate MEHKO’s per BOS direction to identify an appropriate communication plan.
- **Noise Ordinance** - Public outreach will be coordinated through Planning.

**6. Summary Budget:**

*For Board objective presentation, a short, high-level narrative summary of current budget, including overall costs... Address any grants, partnerships, or other leveraged funds. Address if one time or long-term funding is requested. **Template table below for new funding requests for board consideration.***

Charter Budget - Fiscal Stability & Core Services					
Initiative/Project	Board Workshop \$ (Board Priority Assign. GF)	Costs			Revenue Note
		Other Funded Costs	Unfunded Costs (e.g. grant or other future opportunity?)	Total Cost	
Replace Courthouse Roof; work with Courts to share costs	0	\$456,000	\$499,000	\$955,000	Already in Capital Facilities Assignment; Other funds will come from Courts for their share
Litter Removal	185,000	15,000	0	200,000	Use Franchise Fees Western County; funding needed for Eastern County (\$15k from ARPA Climate Res allocation)
Environmental Health Ordinance & Related	25,000	0	0	25,000	Contracted support for research and outreach
Explore Noise Ordinance	25,000	0	0	25,000	Contracted support for research and outreach

Total	235,000	15,000	0	1,205,000	
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**\*Please attach, list, or link source documents and active plans related to this objective.\***

**Approved by (Project Sponsor):** \_\_\_\_\_ **Date:** \_\_\_\_\_