



WASHOE COUNTY

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CM/ACM _____
Finance _____
DA _____
Risk Mgt. _____
HR _____
Other _____

STAFF REPORT

BOARD MEETING DATE: June 09, 2015

DATE: May 20, 2015
TO: Board of County Commissioners
FROM: Frances Finch, Chief Deputy Treasurer, Treasurer
775-328-2510, ffinch@washoecounty.us

THROUGH: Tammi Davis, Treasurer

SUBJECT: Recommendation to establish two, two hundred dollar (\$200.00) change funds, for a total of four hundred dollars (\$400.00), to enable Washoe County Alternative Sentencing to accept cash payments from probationers for probation supervision, lab fees and other specialty court fees at two locations, 1 South Sierra Street, Reno, and Sparks Justice Court, Sparks; and if approved, authorize the Chairman to execute Resolution for same. (All Commission Districts)

SUMMARY

A change fund request was made by Washoe County Alternative Sentencing with a memo dated May 4, 2015. This request for this fund has been reviewed and approved by both the Treasurer and Comptroller.

Washoe County Strategic Objective supported by this item:
Achieving Long Term Financial Sustainability

PREVIOUS ACTION

None

BACKGROUND

Washoe County Alternative Sentencing has requested these change funds be established to provide probationers the opportunity to make cash payments for probation supervision, lab fees and other specialty court fees.

FISCAL IMPACT

No fiscal impact

AGENDA ITEM # 5J2

RECOMMENDATION

It is Recommended to establish two, two hundred dollar (\$200.00) change funds, for a total of four hundred dollars (\$400.00), to enable Washoe County Alternative Sentencing to accept cash payments from probationers for probation supervision, lab fees and other specialty court fees at two locations, 1 South Sierra Street, Reno and Sparks Justice Court, Sparks; and if approved, authorize the Chairman to execute Resolution for same.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be:

Move to approve to establish two, two hundred dollar (\$200.00) change funds, for a total of four hundred dollars (\$400.00), to enable the Washoe County Alternative Sentencing to accept cash payments from probationers for probation supervision, lab fees and other specialty court fees at two locations, 1 South Sierra Street, Reno and Sparks Justice Court, Sparks; and, if approved, authorize the Chairman to execute Resolution for same.

RESOLUTION Establish two, two hundred dollar (\$200.00) change funds, totaling four hundred dollars (\$400.00) for Washoe County Alternative Sentencing to accept cash payments from probationers for probationary supervision, lab fees and other specialty court fees

WHEREAS, The Board of County Commissioners of Washoe County, pursuant to NRS 354.609, has the authority to create and fund change and petty cash fund accounts; and

WHEREAS, Washoe County Alternative Sentencing has made a request for two, two hundred dollar (\$200.00) change funds totaling four hundred dollars (\$400.00) to accept payment from probationers for supervision, lab fees and other specialty court fees; now, therefore, be it

RESOLVED, BY THE BOARD OF COMMISSIONERS OF WASHOE COUNTY, NEVADA as follows:

1. That, pursuant to the provisions of NRS 354.609, the County Treasurer and the County Comptroller are hereby authorized and directed to take all necessary steps to establish said change fund in the amount of totaling four hundred dollars (\$400.00), from the general fund of the county for Washoe County Alternative Sentencing.

2. That said cash fund be used exclusively for transactions related to the Washoe County Alternative Sentencing probationers cash payments for probationary supervision, lab fees and other specialty court fees.

4. That the Washoe County Alternative Sentencing Chief shall henceforth be held accountable for the four hundred dollars (\$400.00) change fund authorized by this resolution.

5. That the County Clerk is directed to distribute copies of this Resolution to the Washoe County Treasurer, Comptroller, Internal Auditor, Alternative Sentencing and the Nevada Department of Taxation.

ADOPTED this 09th of June 2015

WASHOE COUNTY COMMISSION

By: _____
Chairman

ATTEST:

Washoe County Clerk



WASHOE COUNTY
Department of Alternative Sentencing
1 South Sierra Street
Reno, NV 89501
(775) 327-8381



May 4, 2015

Washoe County Treasurer
Attention: Frances Finch

Re: Cash Drawer

I respectfully request that our department be permitted to utilize two cash drawers in the amount of \$200.00 each. DAS accepts cash for probation supervision fees, lab fees, and specialty court participation fees. We accept payments from probationers at two separate locations, 1 South Sierra Street, Reno, and at Sparks Justice Court.

Sincerely,

A handwritten signature in black ink, appearing to read "Joe Ingraham".

Joe Ingraham, Chief

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