



WASHOE COUNTY

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Finance _____
DA _____
Risk Mgt. _____
HR _____
Other _____

STAFF REPORT

BOARD MEETING DATE: August 23, 2016

DATE: July 22, 2016
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 one additional, two hundred dollar (\$200.00) change fund, bringing the total of funds assigned six hundred dollars (\$600.00), to enable Washoe County Alternative Sentencing to accept cash payments for the Sober 24 program drug and alcohol testing at 1530 E. 6th Street, Reno; and if approved, authorize the Chairman to execute Resolution for same. No fiscal impact. (All Commission Districts)

SUMMARY

An additional change fund request was made by Washoe County Alternative Sentencing with a memo dated July 20, 2016 to be used for the Sober 24 program office. This request for this fund has been reviewed and approved by both the Treasurer and Comptroller.

Washoe County Strategic Objective supported by this item:

Safe, secure and healthy communities

PREVIOUS ACTION

A change fund request was made by Washoe County Alternative Sentencing with a memo dated May 4, 2015. The request for this fund has been reviewed and approved by the Treasurer, the Comptroller and the BCC on 06/09/2015. The original change fund approved from the 06/09/2015 BCC meeting was \$400.00.

BACKGROUND

Washoe County Alternative Sentencing has requested these change funds be established to provide the Sober 24 program office to accept cash for drug and alcohol testing.

FISCAL IMPACT

No fiscal impact

AGENDA ITEM # 5.L.1.

RECOMMENDATION

It is Recommended to establish one additional, two hundred dollar (\$200.00) change funds, bringing the total o funds assigned to six hundred dollars (\$600.00), to enable Washoe County Alternative Sentencing to accept cash payments for the Sober 24 program drug and alcohol testing at 1530 E. 6th Street, Reno; 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 one additional two hundred dollar (\$200.00) change funds, bringing the total o funds assigned to six hundred dollars (\$600.00), to enable Washoe County Alternative Sentencing to accept cash payments for the Sober 24 program drug and alcohol testing at 1530 E. 6th Street, Reno; and if approved, authorize the Chairman to execute Resolution for same.

RESOLUTION Establish one additional, two hundred dollar (\$200.00) change funds, bringing the total of funds assigned to six hundred dollars (\$600.00), to enable Washoe County Alternative Sentencing to accept cash payments for the Sober 24 program.

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 one additional, two hundred dollar (\$200.00) change funds bringing the total assigned to six hundred dollars (\$600.00) to accept payment for the Sober 24 program drug and alcohol testing; 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 two hundred dollars (\$200.00), from the general fund of the county for Washoe County Alternative Sentencing.

2. That said cash fund is used exclusively for transactions related to the Washoe County Alternative Sentencing Sober 24 program drug and alcohol testing.

4. That the Washoe County Alternative Sentencing Chief shall henceforth be held accountable for the two hundred dollars (\$200.00) 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 23rd of August 2016

WASHOE COUNTY COMMISSION

By: _____
Kitty K. Jung, Chair
Washoe County Commission

ATTEST:

Washoe County Clerk



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



July 20, 2016

Washoe County Treasurer
Attention: Frances Finch

Re: Cash Drawer

I respectfully request that our department be permitted to utilize one new cash drawer in the amount of \$200.00 for our new drug and alcohol testing location for the Sober 24 program office located at 1530 E. 6th Street in Reno. This location will be accepting cash for drug and alcohol testing. These fees will be required to be paid immediately on site, upon the administration of each test.

Sincerely,

A handwritten signature in black ink, appearing to read "Joe Ingraham", is written over a horizontal line.

Joe Ingraham, Chief

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