



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: October 14th, 2025

DATE: October 1st, 2025

TO: Board of County Commissioners

FROM: Emily Ruff, Specialty Court Program Coordinator, Reno Justice Court
775-325-6532, eruff@washoecounty.gov

THROUGH: James Conway, Court Administrator, Reno Justice Court
775-325-6543, jconway@washoecounty.gov

SUBJECT: Recommendation to retroactively acknowledge grant award from the State of Nevada Department of Public Safety, Office of Traffic Safety (OTS) to the Reno Justice Court in the amount of [\$120,077.00] (with a \$30,020.00 required match) for Federal Fiscal Year 2026; and authorize the creation of a new, grant funded, full-time DUI Case Manager Position, pay grade J140, effective October 1, 2025. The program funds the development of separate misdemeanor DUI Court tracks to provide structured intervention, reduce recidivism, and promote long-term recovery and public safety. Grant period is October 1, 2025 through September 30, 2026; and if acknowledged, authorize Human Resources to make the necessary changes and direct Finance to make the appropriate budget amendments. (All Commission Districts.) FOR POSSIBLE ACTION

SUMMARY

Reno Justice Court has been awarded \$120,077.00 in federal funding from the Nevada Department of Public Safety, Office of Traffic Safety, with a required \$30,020.00 match. The grant establishes a new full-time DUI Case Manager position, pay grade J140, effective October 1, 2025.

The DUI Case Manager will provide case management, treatment referrals, and structured monitoring for participants in Reno Justice Court's DUI Court program, which is being expanded into multi-track models based on participant risk and need. The position is essential to improving public safety outcomes by addressing impaired driving through supervision, treatment engagement, and accountability.

This initiative supports Washoe County's Strategic Objective of Safe, Secure and Healthy Communities, by addressing impaired driving, which a leading cause of crashes and fatalities in Washoe County.

AGENDA ITEM # _____

PREVIOUS ACTION

The Board has previously acknowledged multiple specialty court funding awards supporting Reno Justice Court's therapeutic and problem-solving courts.

BACKGROUND

Issue: Reno Justice Court (RJC) requests retroactive approval to accept an OTS grant award of \$120,077.00 (with a \$30,020.00 cash match) to expand its DUI Court by creating a case management position to manage separate DUI tracks for participants with different risk/need profiles, in line with best practice standards. Without this position, Reno Justice Court lacks the staffing capacity to implement the DUI Multi-Track Program at the level required by evidence-based standards and the grant agreement.

Role of the DUI Case Manager:

- Conduct assessments and referrals for DUI Court participants.
- Monitor compliance with sentencing and program requirements.
- Provide direct case management, including coordination with treatment providers.
- Track progress, prepare reports, and ensure accountability through ongoing supervision.

Public Benefit:

- Reduces impaired driving and related crashes in Washoe County.
- Provides early intervention and treatment for DUI offenders.
- Promotes rehabilitation and reduces recidivism.

History & Context:

- Washoe County has the second highest fatal DUI rate in Nevada, with 52 fatal DUI crashes in 2024 (a 10.65% increase from 2023).¹
- From 2018–2022, Washoe County had 109 fatal crashes involving impaired driving.²
- National and state data show impaired driving disproportionately impacts youth and remains a leading cause of preventable deaths.³

Current Status:

- The OTS grant funds a full-time case manager dedicated exclusively to DUI Court Tracks I–IV.
- Tracks II–IV will provide supervision and treatment for offenders assessed as low-risk/low-need, low-risk/high-need, and high-risk/low-need, ensuring appropriate interventions without crossover into high-risk populations.
- Program activities include case management, referrals to treatment, supervision, monitoring of sentencing conditions, and evaluation of outcomes.

Impact on County Organization & Staff:

- Supports court operations by funding a dedicated case manager.

¹ Nevada Department of Public Safety, Office of Traffic Safety. 2024. *Fatalities by County, Person Type, Day, Month, Year and Percent Change: 2023–2024 State Fatal Report*. Carson City, NV: Office of Traffic Safety.

² National Center for Statistics and Analysis. 2023. *Traffic Safety Facts: Washoe County, Nevada, 2018–2022*. Washington, DC: National Highway Traffic Safety Administration.

³ National Center for Health Statistics, and National Highway Traffic Safety Administration. 2022. *10 Leading Causes of Death by Age Group, United States, 2022*. Hyattsville, MD: Centers for Disease Control and Prevention.

- Enhances collaboration with probation, prosecution, defense, and treatment providers.
- No new full-time county positions beyond the funded grant position.

Reason for Retroactive Action:

- Funds were dispersed to the Court on October 1st, 2025 before a BCC report could be prepared.
- Retroactive approval is requested to ensure compliance with County financial procedures and formally recognize the grant award.

GRANT AWARD SUMMARY

- **Project/Program Name:** Reno Justice Court – Multi-Track DUI Court Program
- **Scope of the Project:** Establish separate DUI Court tracks for different risk/need DUI offenders, ensuring appropriate supervision, treatment, and monitoring.
- **Benefit to Washoe County Residents:** Enhances public safety by reducing impaired driving, improves rehabilitation outcomes, and decreases recidivism.
- **On-Going Program Support:** The program will initially rely on federal funding. Future sustainability will be sought through state AOC Specialty Court funding and internal court funds if necessary. If funds are not available to sustain the program, the program may be abolished accordingly.
- **Award Amount:** \$120,077.00
- **Grant Period:** October 1, 2025 – September 30, 2026
- **Funding Source:** U.S. Department of Transportation, passed through Nevada Department of Public Safety, Office of Traffic Safety
- **Pass Through Entity:** Nevada Department of Public Safety – OTS
- **Assistance Listing/CFDA Number:** 20.616(d) (405 AL)
- **FAIN:** 69A3752330000405DNVL
- **Grant ID Number:** COURT-2026-RJC-4019
- **Match Amount and Type:** \$30,020.00 cash match, cost center 270741
- **Sub-Awards and Contracts:** None anticipated

FISCAL IMPACT

Based on FY26 amounts provided by the Budget Division, the annual maximum fiscal impact of a J140 DUI Case Manager position is estimated at \$144,610.05, which includes base salary, PERS, Medicare, and group insurance. If acknowledged, the FY26 budget will be amended as follows:

Cost Object & Description	GL Account & Description	Amount
IO – 12580 OTS Grant	Federal Revenue - 431100	\$120, 077
IO – 12580 OTS Grant	Salary Adjustment - 701412	\$78, 475
IO – 12580 OTS Grant	Benefit Adjustment - 705360	\$41, 602

Funding for this position is fully supported by the OTS grant award of \$120,077.00 with a required cash match of \$30,020.00, which RJC will fund from cost center 270741.

As this position is grant-funded, if grant funding is reduced or eliminated, the position hours will be reduced and/or the position abolished accordingly, unless additional funding is secured.

Net fiscal impact: \$144,610.05; \$-0- General Fund

RECOMMENDATION

Approval to retroactively acknowledge grant award from the State of Nevada Department of Public Safety, Office of Traffic Safety (OTS) to the Reno Justice Court in the amount of [\$120,077.00] (with a \$30,020.00 required match) for Federal Fiscal Year 2026; and authorize the creation of a new full-time DUI Case Manager Position, pay grade J140, effective October 1, 2025; And to authorize finance to make any necessary changes. Net fiscal impact is estimated at \$144,610.05; \$-0- General Fund.

POSSIBLE MOTION

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

“Move to acknowledge the award of \$120,077.00 (with a \$30,020.00 cash match) to create a new full-time DUI Case Manager position, pay grade J140, effective October 1, 2025 from the Nevada Office of Traffic Safety to Reno Justice Court for its Multi-Track DUI Program, for the period October 1, 2025 – September 30, 2026, and direct finance to make the appropriate budget amendments. [Net fiscal impact is estimated at \$144,610.05; \$-0- General Fund.]”

REFERENCES

Governors Highway Safety Association. 2021. *Countermeasures That Work: A Highway Safety Countermeasure Guide for State Highway Safety Offices, 10th Edition*. Washington, DC: National Highway Traffic Safety Administration.

National Center for Health Statistics, and National Highway Traffic Safety Administration. 2022. *10 Leading Causes of Death by Age Group, United States, 2022*. Hyattsville, MD: Centers for Disease Control and Prevention.

Nevada Department of Public Safety, Office of Traffic Safety. 2024. *Fatalities by County, Person Type, Day, Month, Year and Percent Change: 2023–2024 State Fatal Report*. Carson City, NV: Office of Traffic Safety.

National Center for Statistics and Analysis. 2023. *Traffic Safety Facts: Washoe County, Nevada, 2018–2022*. Washington, DC: National Highway Traffic Safety Administration.