



# WASHOE COUNTY

Integrity Communication Service

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## STAFF REPORT

BOARD MEETING DATE: September 8, 2020

**DATE:** Friday, September 04, 2020

**TO:** Board of County Commissioners

**FROM:** Brenda Mathers, Chief Deputy Treasurer, Treasurer  
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**THROUGH:** Tammi Davis, Treasurer

**SUBJECT:** Recommendation to increase the Alternative Sentencing Department change fund from three hundred fifty dollars (\$350.00) to one thousand dollars (\$1,000.00), to enable Washoe County Alternative Sentencing to add additional cashiers to accept cash payments. This increase is necessary due to processing cases for District Court and Pre-trial Services, and if approved, authorize the Chairman to execute Resolution for same. (All Commission Districts.)

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### SUMMARY

A change fund increase request was made by Washoe County Alternative Sentencing with a letter dated August 11, 2020. The request for this increase has been reviewed and approved by both the Treasurer and Comptroller.

### **Washoe County Strategic Objective supported by this item:**

Stewardship of our Community.

### PREVIOUS ACTION

On June 9, 2015, the Washoe County Board of County Commissioners ("BCC") approved the creation of a change fund for Washoe County Alternative Sentencing for a total of four hundred dollars (\$400.00) to accept cash payment from probationers for probation supervision, lab fees, and other specialty court fees.

On August 23, 2016, the BCC approved to increase the established change fund for Washoe County Alternative Sentencing from four hundred dollars (\$400.00) to six hundred dollars (\$600.00) to accept cash payments for the Sober 24 program drug and alcohol testing at 1530 E. 6th Street, Reno.

On January 3, 2018, Washoe County Alternative Sentencing surrendered two hundred fifty dollars (\$250.00) of their change fund and consolidated the remaining three hundred fifty dollars (\$350.00) into a single change fund located at the Sober 24 program office at

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1530 E 6th Street, Reno. The surrendered \$250.00 was deposited and returned to the general fund.

**BACKGROUND**

Due to processing cases for District Court and Pre-trial Services, it is necessary to add additional cashiers to handle the volume of transactions.

**FISCAL IMPACT**

No fiscal impact.

**RECOMMENDATION**

Recommendation to increase in change fund from three hundred fifty dollars (\$350.00) to one thousand dollars (\$1,000.00), to enable Washoe County Alternative Sentencing to add additional cashiers to accept cash payments; 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 increase in change fund from three hundred fifty dollars (\$350.00) to one thousand dollars (\$1,000.00), to enable Washoe County Alternative Sentencing to add additional cashiers to accept cash payments; and, authorize the Chairman to execute Resolution for same."