

**BOARD OF COUNTY COMMISSIONERS  
WASHOE COUNTY, NEVADA**

MONDAY	<u>9:00 A.M.</u>	APRIL 01, 2013
MONDAY	<u>9:00 A.M.</u>	APRIL 08, 2013
MONDAY	<u>9:00 A.M.</u>	APRIL 15, 2013

PRESENT - April 1, 2013

**David Humke, Chairman\***  
**Bonnie Weber, Vice Chairperson**  
**Marsha Berkbigler, Commissioner\***  
**Vaughn Hartung, Commissioner**

**Jaime Dellera, Deputy Clerk**  
**Katy Simon, County Manager**  
**Paul Lipparelli, Legal Counsel**

ABSENT:

**Kitty Jung, Commissioner**

A public meeting took place commencing at 9:05 a.m. in the Commission Chambers of the Washoe County Administration Complex, 1001 East Ninth Street, Reno, Nevada to hear presentations from Washoe County Department Heads regarding their departmental operations and their Fiscal Year 2013/14 budgets. No deliberation or action of the Commission took place.

*It was noted that a quorum was not present.*

**13-260      AGENDA ITEM 3 – PUBLIC COMMENT**

**Agenda Subject:** “Public Comment. Comment heard under this item will be limited to two minutes per person and may pertain to matters both on and off the Commission agenda. The Commission will also hear public comment during individual action items, with comment limited to two minutes per person. Comments are to be made to the Commission as a whole.”

Jill Andrea spoke about the Senior Services budget. She said it was important for the Board to remember the people who were served by Senior Services. She stated that the number of senior citizens in the County was increasing while the funding for their services was decreasing.

Connie McMullen spoke about the Senior Services budget. She noted that the decline in senior services had not been met for the demand of those services.

**PRESENTATIONS – DEPARTMENTAL OPERATIONS AND FISCAL YEAR 2013/14 BUDGETS**

Sheri Mendez, Finance Director, indicated that departments were not asked to make reductions this year and budgets were staying flat; however, many departments still faced challenges as a result of lost positions and reduced expenditure budgets. During the budget hearings, she said departments would present their strategic plans, accomplishments, current and future budget status, requests and challenges. She recognized there were many valid needs by departments and noted that staff was working with department heads and elected officials to balance requests and funding with the available limited resources.

Ms. Mendez stated she would return during the April 23, 2013 Commission meeting with the formation of the Manager's recommended budget. Any department that wished to appeal to the Board could do so at that time. She said the final Sources and Uses had been received and she provided an updated version, which was placed on file with the Clerk.

**HEALTH DISTRICT**

Dr. Joseph Iser, Health Officer, conducted a PowerPoint presentation, which was placed on file with the Clerk. The presentation included the mission statement, the District Board of Health (DBOH) Strategic Plan goals, the DBOH, positions/FTE's by division, personnel changes, Fiscal Year 2014 Budget Sources and Uses, District Health Challenges, and Public Health opportunities.

**\*9:22 a.m.** Commissioner Berkbigler arrived during the presentation. A quorum of the Board was now present.

Vice Chairperson Weber asked if there were any changes identified in the budget and if there would be any above-base requests. Dr. Iser replied there may be a request.

Katy Simon, County Manager, stated that she met with Finance staff and members from the Health District and noted that funding for Health Level Seven (HL7) was being recommended. She indicated that the fee increase and the ending fund balance from this year were big caveats in their budget.

Commissioner Berkbigler asked if there were any bills from the current Legislative Session that could negatively impact the County. Dr. Iser replied not at this point and indicated that staff was opposing any bills that would have a significant negative impact on the County.

Commissioner Hartung asked if the fee increases were required to maintain the current budget. Dr. Iser clarified that the increases were required to be

placed into the proposed Fiscal Year 2013/14 budget, but would not be implemented until at least July 1st, but more likely implemented on August 1st.

### **PUBLIC ADMINISTRATOR**

Don Cavallo, Public Administrator, conducted a PowerPoint presentation, which was placed on file with the Clerk. The presentation included the mission statement, the organizational chart, agencies that the Office worked with in the community, County strategic objectives, enhancing communication, estate funds distributed in 2012, and emerging issues and concerns.

Commissioner Hartung asked if the County would request the Legislature change the fee structure. Mr. Cavallo stated he had attempted to have that done on at least three occasions, but the Legislature was not interested. He said statutes stated that the standard fiduciary in a probate was a family member, and the fee that was generated was more of a compensation for them as heir to the estate.

### **PUBLIC GUARDIAN**

Susan DeBoer, Public Guardian, conducted a PowerPoint presentation, which was placed on file with the Clerk. The presentation included the mission statement, mandates, hours, the organizational chart, how cases were received, referral sources, community impacts, the faces of guardianship, case numbers, emerging issues, younger populations, and accomplishments.

Commissioner Hartung inquired on the statistic stating that Alzheimer cases had doubled. Ms. DeBoer explained that increase was due to the growing aging population and improved medical care. As a person aged, she stated the potential for Alzheimer's or other dementias increased.

### **SOCIAL SERVICES**

Kevin Schiller, Social Services Director, conducted a PowerPoint presentation, which was placed on file with the Clerk. The presentation included the mission statement, department structure, hours of operation, Adult Services, Children's Services, non-mandated services provided, department budget, administration, the Community Assistance Center, emerging issues, the Health Care Assistance Budget, the Neighborhood Stabilization Program, revenue to support Child Welfare, end fund balance, revenue reduction history, the Child Welfare Block Grant, County revenue support, child welfare accomplishments, child welfare goals, and future challenges.

There were no questions from the Board.

## **SENIOR SERVICES**

Grady Tarbutton, Senior Services Director, conducted a PowerPoint presentation, which was placed on file with the Clerk. The presentation highlighted the mission statement, mandates, Fiscal Year 2013/14 priorities, functional chart, personnel chart, legal services, Fiscal Year 2013/14 initial projected budget, Fiscal Year 2013/14 expenditures by program, Master Plan for Senior Services, 2013/14 system overview, senior centers, aging and disability resource center, Daybreak – Adult Day Care, senior poverty, concerns, economic development and diversification, and strategic objectives.

Commissioner Hartung inquired on the difference regarding some of the statistical data between the University of Nevada, Reno (UNR) and the federal government. Mr. Tarbutton explained that difference may refer to an increase or a definition of data, but he was unsure. He explained that the UNR data was based on the most recent census data.

Katy Simon, County Manager, noted that the Legislature allowed the County to file an amended budget 30 days after sine die. She commented on the continued work to consolidate the Social Services and Senior Services Departments into a human services agency as recommended in the Fundamental Review.

Commissioner Berkbigler remarked that the integration of those two departments would be fantastic, but cautioned that the services not become limited.

Vice Chairperson Weber felt this presentation should be available online for the public. Ms. Simon indicated that all the budget presentations would be posted on the County's website.

## **LIBRARY**

Arnie Maurins, Library Director, conducted a PowerPoint presentation, which was placed on file with the Clerk. The presentation included departmental structure, organizational chart, legal authorities, mission and vision statements, services and customers, public hours, Fiscal Year 2012/13 highlights, Fiscal Year 2013/14 Strategic Plan, and the three-year budget plan.

Commissioner Berkbigler asked about the number of volunteers. Mr. Maurins replied there were approximately 400 volunteers. Commissioner Berkbigler questioned the percentage of customers using digital books versus checking a book out at a branch and asked if there was a change in that dynamic. Mr. Maurins explained there was a shift to more customers going digital, but many publishers of eBooks did not want to sell those eBooks to libraries.

Commissioner Berkbigler expressed her concern over the Duncan/Traner Library being open for only five hours. Mr. Maurins explained those hours were determined and implemented due to low attendance.

Commissioner Hartung asked if any discussion had occurred for a partnership with the Boys and Girls Club regarding a branch located in that facility. Mr. Maurins replied there had not been any formal conversations, but that option could be considered. Commissioner Hartung asked if there were any services to assist citizens with resume writing. Mr. Maurins replied that specific service was not provided by staff, but there was resume software available at several of the branches.

Vice Chairperson Weber inquired about the cost per visitor that was projected at \$7.65 and asked if that was for each person that visited a branch. Mr. Maurins stated that was correct. He explained that number was arrived at by dividing the budget by the total number of expected visitors this year.

### **ASSESSOR**

Josh Wilson, Assessor, conducted a PowerPoint presentation, which was placed on file with the Clerk. The presentation included the organizational chart, strategic planning, public needs of the Assessor's Office, mandated services, Assessor's customers, Fiscal Year 2012/13 accomplishments, staffing, parcel count trends, budget plan highlights, and emerging issues and concerns.

Commissioner Hartung asked for the approximate number of appeals that were received from citizens appealing their tax assessments. Mr. Wilson replied there were about 300 to 400 appeals covering about 1,000 parcels. He said the downward trends in those appeals filed showed that market trends were being adjusted and those trends were now being better explained to the taxpayers.

**12:05 p.m.** The Board recessed.

**12:10 p.m.** The Board reconvened with Chairman Humke and Commissioner Jung absent.

### **COMMUNITY SERVICES**

The following individuals conducted a PowerPoint presentation, which was placed on file with the Clerk: Al Rogers, Projects and Programs Division Director; Ben Hutchins, Finance and Administration Division Director; Bill Whitney, Planning and Development Division Director; Karin Kremers, Plans, Permits, Applications Aide; Dave Solaro, Operations Division Director; Jim Tresley, Medium Equipment Operator; Erik Olsen, Sign Shop Supervisor; Tom Maltezo, Equipment Services Supervisor; Colleen Wallace-Barnum, District Manager; Kristy Lide, May Museum Curator; Dwayne Smith, Engineering and Capital Projects Division Director; Brett Steinhart, Facility Technician Supervisor; Rhoda Boyd, Account Clerk Water Resources; and, John Hulett, Sr. Environmental Engineer. The presentation included: the Department's vision; mandated services; proposed Fiscal Year 2013/14 expenditure budgets; Fiscal Year 2013/14 projected revenues; budget-expense history; budget-revenue history; Fiscal Year 2013/14 budget requests; General Fund financial trends; financial trends for Building and Safety;

Fiscal Year 2012/13 performance measures; Fiscal Year 2013/14 performance measures; recent financial trends for planning; Fiscal Year 2012/13 performance measures; Fiscal Year 2013/14 performance measures; business licenses; recent financial trends for the Public Works Administration; financial trends for roads; operating and capital expenditures; public safety request response; the Sign Shop; financial trends for equipment services, Heavy Equipment Services, facilities management, the Regional Parks and Open Space, the Parks Capital Fund, Athletic Fields, the Golf Enterprise Fund, the May Center Fund, the Wilbur D. May Center, Public Works, Engineering and Capital Improvement Programs, Capital Projects, Water Resources, Utility Billing and Customer Service, Wastewater Utility, South Truckee Meadows Water Reclamation Facility (STMWRF) Five-year CIP, the Central Truckee Meadows Remediation District; and, the STMWRF 2011 Project.

**\*1:20 p.m.** Chairman Humke arrived.

Commissioner Berkbigler asked if the department would be impacted by sequestration in grant funding. Mr. Solaro explained that many of the grants were federal. He said staff continued to research grants that made sense for the department. Katy Simon, County Manager, stated an area that may be affected could be some water quality funds in the Tahoe Basin that had been leveraged with other funders and were federally supported.

Commissioner Hartung thanked the Community Services Department (CSD) since it had not been easy for any of the combined departments in such a restrained environment.

**13-262      AGENDA ITEM 5 – PUBLIC COMMENT**

**Agenda Subject: “Public Comment. Comment heard under this item will be limited to three minutes per person and may pertain to matters both on and off the Commission agenda. Comments are to be made to the Commission as a whole.”**

There was no response to the call for public comment.

**1:36 p.m.** There being no further hearings to come before the Board, the April 1, 2013 meeting was adjourned.

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MONDAY	<u>9:00 A.M.</u>	APRIL 15, 2013

PRESENT - April 8, 2013

**Bonnie Weber, Vice Chairperson**  
**Marsha Berkbigler, Commissioner**  
**Vaughn Hartung, Commissioner**

**Amy Harvey, County Clerk**  
**Katy Simon, County Manager**  
**Paul Lipparelli, Legal Counsel**

ABSENT:

**David Humke, Chairman**  
**Kitty Jung, Commissioner**

A public meeting took place commencing at 9:03 a.m. in the Commission Chambers of the Washoe County Administration Complex, 1001 East Ninth Street, Reno, Nevada, to hear presentations from Washoe County Department Heads regarding their departmental operations and their Fiscal Year 2013/14 budgets. No deliberation or action of the Commission took place.

**13-263      AGENDA ITEM 3 – PUBLIC COMMENT**

**Agenda Subject:** “Public Comment. Comment heard under this item will be limited to three minutes per person and may pertain to matters both on and off the Commission agenda. The Commission will also hear public comment during individual action items, with comment limited to two minutes per person. Comments are to be made to the Commission as a whole.”

There was no response to the call for public comment.

**13-264      PRESENTATIONS – DEPARTMENTAL OPERATIONS AND FISCAL YEAR 2013/14 BUDGETS**

Sherrri Mendez, Finance Director, said this was the first year that budget reductions were not being sought from the departments, and the budgets would remain flat. She advised the departments still faced many challenges due to reduced expenditures and lost positions. She said the purpose of today’s presentations was to give the department heads the opportunity to present their strategic plans, accomplishments, current and future budgets, requests, and challenges.

Ms. Mendez conducted her PowerPoint presentation, which outlined the budget challenges and the timeline for the budget process. A copy of the presentation was placed on file with the Clerk.

Katy Simon, County Manager, said the Board directed that a minimum unassigned fund balance of 8 percent be maintained. She stated the 9.2 percent fund balance meant there was approximately \$1 million in unassigned funds available, but there had been approximately \$15 million in requests by the departments. She thanked the departments for the commitment they made to keep the County going but, next year without the opportunity to grow, it would become very difficult for most of the departments to continue to function.

### **CLERK**

Amy Harvey, Washoe County Clerk, introduced her Chief Deputy Clerk, Nancy Parent, who developed the budget for the Clerk's Office.

Ms. Parent conducted a PowerPoint presentation, which included an overview of the Clerk's Office, the duties mandated by statute, the Department's mission statement, strategic objectives, major accomplishments for Fiscal Year 2012/13, the plan for Fiscal Year 2013/14, legislation, past and present FTE's, and the Department's Fiscal Year 2013/14 Budget. She noted the Clerk's Office did not have any requests for above-base funding. A copy of the presentation was placed on file with the Clerk.

Vice Chairman Weber said that was a great presentation, especially since it mentioned how the Clerk's employees were being cross-trained. She was aware things had been tough, but this was the new way the County had to do business.

Commissioner Hartung asked if AB 220 passed, would the Clerk's Office have the option of no longer accepting credit cards. Ms. Parent stated she believed that would be the option. She said the Clerk's Office already did not accept credit and debit cards, except for phone transactions for people living outside of Nevada, because there was no other way to help them. She advised that a \$50-\$60 per month cost could be absorbed, but the cost of processing the credit transactions for purchasing marriage licenses or filing fictitious names could not. She said AB 220 would specifically prohibit governmental agencies from charging the convenience fee back to the customer. Commissioner Hartung believed there was no convenience fee if only an ATM card was used. Ms. Parent said there was a fee if the processing was done by Bank of America, which was the bank the County had its contract with. She explained there was an ATM located in the lobby outside the Clerk's Office for the customers' use. She said that meant the customer paid the ATM's convenience fee, so the Clerk's Office did not have to collect the fee.

Commissioner Hartung asked how the County charged the Clerk's Office for its physical space and such. Katy Simon, County Manager, said overhead was only charged for departments operating outside of the General Fund.

Commissioner Hartung said the Clerk's Office did an amazing job of coming up with great new ways to serve the public, while doing it with less. He thanked Ms. Harvey and Ms. Parent for their innovation.

Commissioner Berkbigler said it was a great presentation. She stated Ms. Harvey and Ms. Parent, along with all of their staff, were a pleasure to work with. She asked if SB 419 would allow anyone who became a notary to officiate marriage ceremonies. Ms. Parent said the notary would have to apply for authorization to officiate marriage ceremonies from the County Clerk in the County where they resided. She noted the authorization would only be for the length of their notary term. She said if their term was extended, they could also get an extension from the County Clerk to perform marriage ceremonies.

Commissioner Berkbigler said the Board appreciated Ms. Harvey's running of the Clerk's Office in such an effective and efficient way.

Vice Chairman Weber said Ms. Harvey's finding other ways to fund the activity book was fantastic. Ms. Harvey said teachers should contact the Clerk's Office to set up a tour of the Washoe County Courthouse that was done in conjunction with the Activity Book. She advised the program could be taken to a teacher's classroom if they were not able to fund a trip to the Courthouse. Vice Chairman Weber said the Historic Reno Preservation Society paid for printing the Activity Book. She stated the book contained all kinds of information, and she especially liked the page with facts about the Reno Arch. She said she would share the Activity Book with the Nevada Association of Counties (NACO), so they could see what had been produced in Washoe County.

Ms. Simon said the Clerk's Office exemplified the County's goal of teamwork among the County's departments. She stated as much as anyone else in the organization, they reached out and asked how they could help the other County departments.

### **REGISTRAR OF VOTERS**

Dan Burke, Registrar of Voters, said the Registrar of Voters oversaw the management of all the federal, state, and local elections held in Washoe County; handled all candidate filings, except for the municipalities; and handled all of the petition filings. He said approximately 500 precinct boundary lines were changed in 2011, which was a monumental job required by the 2010 census.

Mr. Burke conducted a PowerPoint Presentation, which included the organizational chart for the Registrar of Voters, voter growth and turnout from 2006 to 2012, funding consistency, looking ahead, department goals, and department strategy. A copy of the presentation was placed on file with the Clerk. He noted the Registrar of Voters was not asking for any additional money for services or capital purchases for the upcoming Fiscal Year.

Mr. Burke advised only 23 percent of the registered voters went to their assigned polling places on Election Day. He said the poll books were printed on a special kind and size of paper and it took approximately 27,000 pages of paper to put the books together, which was done by eight people over five days. He stated because that was a huge waste of money and of staff time, he started working with the Secretary of State regarding using electronic rosters. Instead, the Secretary of State decided to use photo ID's taken from the Department of Motor Vehicles' (DMV's) records, along with a signature comparison process. He felt that put the electronic poll-book plan in jeopardy for this legislative session but, even so, it was something Washoe County should be committed to doing when the opportunity presented itself. He explained it would significantly shorten the entire process and would save \$35,000 during each election or \$60,000 to \$70,000 per each election cycle. He said the electronic rosters were already used during early voting, but the paper rosters had to be used on Election Day. He felt a roster should show who actually voted.

Mr. Burke said regarding training, sometimes a poll worker did not show up on Election Day because they were so overwhelmed by the mandatory training. He stated that meant a critical position was left unfilled. He said an online interactive training program for the poll workers would allow staff to see how they did on the test and, if they did not do well in a particular section, they could retake that section. He said those tools existed and would cost approximately \$60,000 up front and \$10,000 to \$12,000 annually to upgrade the program due to changes in the law and so on. He believed that would really make a difference to the Registrar of Voters Office heading into the future.

Mr. Burke said the public had the right to observe each part of the election process, and the Registrar of Voters Office wanted the public to know what was being done and how it was being done. He stated his staff's high degree of professionalism was very apparent during his absence during the last election. He said their dedication allowed them to get things done, even though they were a very small core of well-trained staff. He stated the use of electronics allowed the core staff to remain small because it allowed the voters to help themselves through the web site of the Registrar of Voters.

Vice Chairman Weber said it had been a pleasure to work with Mr. Burke, and she would be sorry to see him leave. Commissioner Berkbigler also thanked Mr. Burke, and she agreed it had been a pleasure to work with him.

Commissioner Hartung asked if doing signatures in the electronic poll books would be similar to the electronic capturing of credit-card signatures. Mr. Burke replied it would be similar. He said the existing voter registration signature would appear on the screen for comparison to the one just provided. He said if they did not match, the voter would be asked for identification. Commissioner Hartung stated he could never tell if his electronic signature was even his signature, and he would prefer just asking for identification. He said he hoped the online sample ballots were moving forward, even though he understood it was a legislative issue. He said the Registrar of Voters did an extremely competent job of managing the elections within a very limited budget, and

Luanne Cutler did a great when she took over during the last election. He stated the Registrar of Voters had a great web site, which was easy to use and had a plethora of information.

Vice Chairman Weber said there had been discussion about moving the voting into the high schools or to one voting site, rather than having multiple sites during the General Election. Mr. Burke said there was a bill in the Legislature regarding the establishment of vote centers on Election Day, because that type of change required a statutory change. He said the use of vote centers started in Denver, Colorado and was becoming extremely popular around the United States. He stated having vote centers was the same idea as having early voting, because a voter could go to any voting location to cast their vote. He said on Election Day, a voter could go to any one of 15 to 20 large locations to cast their vote. He stated that would afford the Registrar of Voters the opportunity to consolidate delivery, logistics, and support, which would be a tremendous step forward. Vice Chairman Weber said doing that would make sense.

Katy Simon, County Manager, thanked Mr. Burke for leading the Registrar of Voters Office through great changes and for doing continuous process improvements. She noted Mr. Burke was one of the most innovative people she had ever worked with.

### **RECORDER**

Larry Burtness, County Recorder, conducted a PowerPoint Presentation that included the Department's overview, mission statement, organizational structure, purpose, statutory requirements, customers, key outcomes for Fiscal Year 2012/13, Strategic Plan for 2013/14, Fiscal Year 2013/14 Budget Plan, and emerging issues and concerns. A copy of the presentation was placed on file with the Clerk.

Mr. Burtness said the Department was dependent on cross-training to handle the wide variations in workload demands, because the work had to be done by the end of each business day.

Mr. Burtness stated permanently preserving over 150 years of records was a daunting task, as was finding a particular record, because finding a record required a specific way of indexing the records. He said nearly 400 document types needed to be reviewed to determine if they were recordable and, if they were, the customer was charged the appropriate fees and the documents were then permanently preserved. He noted over 55 percent of the documents were recorded electronically, which improved the turnaround time for the processing of those documents.

Commissioner Berkbigler asked why the Recorder's Office indicated it would no longer provide measurements regarding public access to the recorded documents. Mr. Burtness said that measurement really was a people counter, which was not a pertinent measurement because it was affected by the comings and goings of staff.

Commissioner Berkbigler said if it was not something reportable to the State, it was not a necessary statistic to keep.

Commissioner Berkbigler asked if the documents being put online could be searched by the public or did the Recorder's staff have to conduct the search. Mr. Burtness said the public could search online. He noted the documents were indexed by the party's name, such as the buyer and the seller. He stated staff was looking at collaboratively working with the Assessor's Office whose records were indexed by property address, APN, and the owner's name. He believed there was the potential to improve what the public could search for, because sometimes the public had to search the Assessor's web site to get information before searching the Recorder's web site.

Commissioner Hartung congratulated Mr. Burtness on his new position. He said he was glad technology, such as Optical Character Recognition (OCR) technology, was being used to be more efficient. Mr. Burtness said OCR technology was fairly effective in searching for Social Security Numbers and automatically redacting the first five numbers as required by statute. He said every image was then reviewed to make sure the personal information was redacted. He stated the challenge was in using the OCR technology to index the names and to put them in a format that could be used for the permanent index. He advised he was willing to give it another try. Commissioner Hartung believed this try would be successful, because the OCR technology was getting better and easier to use.

Vice Chairman Weber congratulated Mr. Burtness on his new position. She asked how SB 364 tied in with previous legislation regarding redacting personal information. Mr. Burtness said in 2007, the statute required all records be reviewed and all personal information be removed within 10 years. He advised SB 364 made the removal of the personal information permissive, unless the records went online. He said if the records went online, which his office intended to do, then the personal information must be redacted.

### **TREASURER**

Tammi Davis, Treasurer, conducted a PowerPoint Presentation that included the Treasurer's mission statement, information about the Treasurer's Office, its structure, 2012/13 accomplishments, 2013/14 Strategic Plan, 2013/14 Budget Plan, impacts of not getting an additional position, and emerging issues. A copy of the presentation was placed on file with the Clerk.

Ms. Davis said last year the Treasurer's Office handled 830,000 payment transactions and averaged over 3,000 phone calls per month. She said because of the property tax cap, AB 489 enacted in 2005, the number of corrections to the tax roll averaged over 14,000 corrections. She said staff worked extremely hard to ensure all of the transactions were handled efficiently and correctly.

Ms. Davis stated, the focus of the Treasurer's Office was being changed to Customer Service, Treasury, and Collections, with one person being in charge of each of those areas. She stated a lot of cross-training was done to deal with the reduced staffing levels, and meant that the person in charge of an area could draw people from the resource pool based on the time of year and what the staffing needs were. She said the extent of the cross-training done was only limited by the requirement to segregate certain duties, because one person could not follow a transaction from beginning to end.

Ms. Davis said over 27,000 man-hours were logged to complete the court ordered Incline Village/Crystal Bay property tax refunds, which was equivalent to seven FTE's for a period of two years. She stated 84 percent of the refunds had been completed and over \$36 million had been refunded. She noted a major upgrade to the Tax System software was done during the refund process, which she felt was a very big accomplishment by staff.

Ms. Davis reminded the Board of the letters the Manager had been reading during the Commission meetings about the great customer service the Treasurer's staff provided, which was a major priority of the Treasurer's Office. She said even under stressful circumstances, her staff continued to offer the level of customer service they had always taken pride in offering.

Ms. Davis said the budget requested one additional position and the reclassification of two positions. She stated the additional position was needed to continue to meet the Treasurer's mandates, but the position had been declined. She said there were some interim measures that were being worked on with the Manager, which would ensure the impacts of not having the additional position would not occur.

Ms. Davis stated SB 216 was brought forward by the County Treasurers throughout the State and would allow the Treasurer's Office to issue bills in an electronic form when requested to do so by a citizen, rather than having to mail a paper bill. She noted once a tax sale was advertized, payments could not be accepted for the properties on that list. She said SB 216 would allow the payments to be accepted much further into the process.

Ms. Davis advised SB 220 would affectively stop the Treasurer's Office from accepting credit-card payments for property taxes, because the Treasurer's Office was charged with collecting the full amount of the tax bill. She said if a convenience fee was not charged, the credit card companies took the fee out of the amount collected and the full tax amount would not be received.

Commissioner Hartung thanked the Treasurer and her staff for being so helpful to the public and for doing such a great job.

Vice Chairman Weber said she did not understand the man-hours used to process the Incline Village/Crystal Bay property tax refund if the Treasurer's Office was down seven positions. Ms. Davis stated the Treasurer's Office was not necessarily seven

positions down. She said when the project was first started, funding for additional staffing was requested. She stated there had been additional staffing throughout the process, which would be lost at the end of the project. She advised when the project began, the Treasurer's Office just lost two positions. She said losing the staff necessary for the project was why her budget was lower going forward. Vice Chairman Weber said that was why Ms. Davis was meeting with the Manager, so all of that could be figured out. Ms. Davis said she needed the two reclassifications and one additional employee to help cover all of the day-to-day duties.

Katy Simon, County Manager, said virtually all of the departments were short staffed, and many had mandated functions. She stated it was recognized the end of the Incline Village/Crystal Bay property tax refund process would cause some changes in the workload. She said what she had committed to do with the Treasurer was to allow for some contract staffing after the refund process was completed and the staffing needs were reevaluated. She stated that would allow for a clear understanding of what the workload requirements would be.

Ms. Davis explained she came forward with the request for a position, because what she did not want to happen was for the Treasurer's Office to not meet its mandates and for someone to question why she did not let someone know there had been that need. She stated she and her staff were very committed to meeting those mandates and to work with management towards whatever the outcome needed to be. She said she did not believe the need for the position would go away, but she understood that the timing was not optimal.

Commissioner Berkbigler said she appreciated the hard work the Treasurer's staff did on the Incline Village/Crystal Bay property tax refund. She stated she had gotten a lot of e-mails and calls regarding the process, which had slowed down because everyone was pleased the County had worked so hard to process the refunds. Ms. Davis accepted that thanks on behalf of her staff who worked very hard processing the refunds. Vice Chairman Weber thanked Ms. Davis for getting the job done.

**10:49 a.m.** The Board recessed.

**10:55 a.m.** The Board reconvened.

### **HUMAN RESOURCES**

John Listinsky, Human Resources Director, conducted a PowerPoint presentation, which included the Department's mission statement, lines of business, laws and regulations, department overview, organizational chart, major accomplishments Fiscal Year 2012/13, Department objectives Fiscal Year 2013/14-Human Resources and Labor Relations, and benefits - achieving long term fiscal sustainability. A copy of the presentation was placed on file with the Clerk.

Mr. Listinsky said all of the accomplishments were possible because staff was not held to a structured job description, and they worked in a variety of different areas with a focus on their interests and abilities.

Mr. Listinsky said the County had been blessed because the employee groups had been the first in line to help when fiscal solutions were needed.

Commissioner Berkbigler asked if there was any idea what the impact of the Affordable Care Act (ACA) would be. Mr. Listinsky said some administrative fees would be attached to the fund this year but, as far as anything definitive, what they had been told was all over map. He said staff was trying to ensure they remained on top of the situation, but there was not an exact plan yet. Commissioner Berkbigler stated she was hearing there would not be enough primary-care physicians nationally to take care of everyone going into the system. She said another issue was insurance would not pay for an emergency room visit without a referral, which she felt would create problems. She said she was curious how it would impact the County. Mr. Listinsky said he would have to get back to Commissioner Berkbigler on those issues.

Commissioner Berkbigler advised she really appreciated the “next generation” and employee assessment programs, because she felt it was important, with many of the top people retiring in the next few years, to have people ready to step into some of those positions.

Commissioner Hartung thanked Mr. Listinsky for the phenomenal relationship he had with the bargaining units. He said he appreciated everything the employees had done. Vice Chairperson Weber thanked Mr. Listinsky for all of his hard work since he came on board. Katy Simon, County Manager, thanked the Human Resources team for their hard work.

## **FINANCE**

Sheri Mendez, Finance Director, conducted a PowerPoint presentation, which included the Department’s mission, organizational chart for Fiscal Year 2013/14, responsibilities by division, accomplishments for Fiscal Year 2012/13, objectives for Fiscal Year 2012/13, and challenges. A copy of the presentation was placed on file with the Clerk.

Commissioner Hartung asked if the “interfaces with departmental systems to receive collection accounts,” on slide 12, included the bill sent out for storm water fees and those kinds of things. Ms. Mendez said it had to do with District Court’s fines and fees. She advised the new system would streamline the transfer of data between their systems and the County’s systems. Commissioner Hartung asked if the Treasurer’s Office handled the billings for storm water and sewer. Ms. Mendez replied not unless the account became delinquent.

Commissioner Hartung noted on slide 13, “Analyze full cost recovery of fees and provide recommendations” was part of the objectives. Ms. Mendez said that was a Fundamental Review recommendation, which was to look at the fee structure and the costs to see if the costs were fully captured in providing a service, which would facilitate making better decisions. Commissioner Hartung felt there should be an analysis regarding how the County looked at some of those fees. He stated some departments were getting charged what he believed were high fees for straight overhead, such as the fire service. Vice Chairman Weber suggested bringing that issue back to the Board for discussion, because she believed everyone had questions about it. Ms. Mendez said that was part of the reason why that function should be done. She stated that way the information would be provided on what should go into the spatial costs. Commissioner Hartung said that was why he wanted to look at how those numbers were being arrived at. Ms. Mendez said that would be the purpose of that objective.

Katy Simon, County Manager, thanked Ms. Mendez and her team, because the County was looked at as one of the great examples of fiscal management in the Country.

### **TECNOLOGY SERVICES**

Laura Schmidt, Technology Services, conducted a PowerPoint presentation, which included the Department’s mission, what it was about, organization chart, strategic services, mandates, mandates of others, budget as a percent of all County expenses, annual measures, infrastructure sustainability indices, how time was spent, achievements, vision for Fiscal Year 2013/14 and 2014/15, sampling of initiatives, infrastructure indices, strategic services, and strategic service areas versus critical resource needs. A copy of the presentation was placed on file with the Clerk.

Ms. Schmidt said even with the Department’s budget being reduced over the years, staff’s ability to deliver technology and innovative solutions was maintained, and they were able to do a lot with what the County was able to spend per employee.

Ms. Schmidt noted when there as a large fire or some other emergency that required mutual aid, it was difficult for the counties to communicate because the way everyone communicated was different. She said a lot of work was being done to make it easier for responders to communicate effectively and quickly right out of the gate.

Ms. Schmidt advised additional resources were needed for the Help Desk, technical support, and system administration. She said across the board, staff needed to come up to parity on the project management, relations management, and change management skills.

Ms. Schmidt said she appreciated the Technology Services team’s determination day-in and day-out, no matter how many emergencies came up, they focused on the goal and delivered.

Commissioner Hartung said he had not realized how much Technology Services was doing. He said Technology Services' staff was very competent.

Vice Chairman Weber noted the Department's mission statement was simple and clearly stated what Technology Services did. She shared she was honored to accept in 2011, along with Commissioner Jung, the first place award for counties of Washoe County's size for the Center for Digital Government's Digital Counties Survey, which was a very prestigious award.

### **COUNTY MANAGER'S OFFICE**

Katy Simon, County Manager, said what could not be overlooked in hearing the budget presentations was the value of the talent and leadership in the organization. She thanked the department heads and the great employees for the incredible work they did for the people of Washoe County. She stated the County Manager's Office wore two hats. She said the Manager operated the department of the County Manager's Office; supported the Board of County Commissioners; coordinated constituent responses; lead emergency management, legislative affairs, public information, citizen involvement; and prepared and managed the County Commissioner's agenda. She said the second job was to oversee and manage the operation of Washoe County.

Ms. Simon conducted a PowerPoint presentation, which included the County's Mission and Vision Statements, Strategic Plan for 2013/14, and organizational chart. The presentation also included the Manager's Office's Mission, Strategic Plan, organizational chart, highlights of recent achievements, 2012/13 results, 2013/14 challenges/opportunities, Budget Plan 2013/14, and summary. A copy of the presentation was placed on file with the Clerk.

Ms. Simon thanked the Manager's team for their dedication and their spirit of service, and the Commissioners for their support of the Manager's team. She also thanked all of the employees and the department heads, who served the citizens of Washoe County with great professionalism, sacrifice, and compassion.

Vice Chairman Weber stated the Manager and her staff did a great job, which had gotten a whole lot harder than it was when she started.

Commissioner Hartung noted the organizational chart indicated the Emergency Management Administrator (EMA) was 100 percent grant funded, and he asked if that funding could go away with the Sequestration. Ms. Simon replied she did not feel the funding was threatened, because the EMA provided training and support to other counties throughout the State. She said the EMA also provided templates on how to do things, such as the continuity of operations. She advised the County got reimbursed by the State for that work, and she felt the State valued what the County did.

Commissioner Hartung congratulated Ms. Simon on winning the Cashman Award. Ms. Simon noted this was the second time in three years the Cashman Award had been won by the County, which had been won a total of three times. Commissioner Hartung said that spoke to the high level of competency the Manager brought to the County. Ms. Simon replied it was a team effort.

Commissioner Berkbigler said she appreciated everything the Manager did, especially in keeping the County financially solvent; and the Manager's staff was wonderful.

Vice Chairman Weber asked if there used to be a line item or some kind of budget guideline regarding what departments were spending. Ms. Simon said it should be in the packet for every department along with the PowerPoint, which showed what the actual was for the prior year along with the estimate for 2012/13 and for 2013/14. She said when the Board reviewed the tentative budget on April 23, 2013, the Commissioners would get a copy of the State budget document, which showed the salaries, wages, benefits, services, supplies and capital outlay for each department and function for Washoe County. Vice Chairman Weber said she would like get that information for the Manager's Office and for the Commission, because she believed it would be helpful to have the opportunity to review that information and to ask any questions.

**13-265            AGENDA ITEM 5 – PUBLIC COMMENT**

**Agenda Subject: “Public Comment. Comment heard under this item will be limited to three minutes per person and may pertain to matters both on and off the Commission agenda. Comments are to be made to the Commission as a whole.”**

There was no response to the call for public comment.

**12:32 p.m.**    There being no further hearings to come before the Board, the April 8, 2013 meeting was adjourned.

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**BOARD OF COUNTY COMMISSIONERS  
WASHOE COUNTY, NEVADA**

MONDAY	<u>9:00 A.M.</u>	APRIL 01, 2013
MONDAY	<u>9:00 A.M.</u>	APRIL 08, 2013
MONDAY	<u>9:00 A.M.</u>	APRIL 15, 2013

PRESENT - April 15, 2013

**David Humke, Chairman**  
**Marsha Berkbigler, Commissioner**  
**Vaughn Hartung, Commissioner**

**Nancy Parent, Chief Deputy Clerk**  
**Katy Simon, County Manager**  
**Paul Lipparelli, Legal Counsel**

ABSENT:

**Bonnie Weber, Vice Chairperson**  
**Kitty Jung, Commissioner**

A public meeting took place commencing at 9:01 a.m. in the Commission Chambers of the Washoe County Administration Complex, 1001 East Ninth Street, Reno, Nevada to hear presentations from Washoe County Department Heads regarding their departmental operations and their Fiscal Year 2013/14 budgets. No deliberation or action of the Commission took place.

**13-298      AGENDA ITEM 3 – PUBLIC COMMENT**

**Agenda Subject:** “Public Comment. Comment heard under this item will be limited to three minutes per person and may pertain to matters both on and off the Commission agenda. The Commission will also hear public comment during individual action items, with comment limited to two minutes per person. Comments are to be made to the Commission as a whole.”

There was no response to the call for public comment.

**13-299      PRESENTATIONS – DEPARTMENTAL OPERATIONS AND  
FISCAL YEAR 2013/14 BUDGETS**

Sheri Mendez, Finance Director, stated this was the first in many years where departments were not being asked to make budget reductions. However, there were still many challenges departments faced as a result of lost positions and expenditure reductions.

During the budget hearings, Ms. Mendez said departments would present their strategic plans, accomplishments, current and future budget status, requests and

challenges. She recognized there were many valid needs by departments and noted that staff was working with department heads and elected officials to balance requests and funding with the available limited resources.

### **INCLINE CONSTABLE**

Joe Kubo, Incline Constable, conducted a PowerPoint presentation, which was placed on file with the Clerk. The presentation included the duties of the Constable's Office, additional services, statistical information, prisoner management from 2009-2013 and residential home confinement.

Chairman Humke stated the presentation showed a difference in projections and asked if the process was being changed. Mr. Kubo replied much of that was due to the Incline Justice Court. He said a majority of papers served such as small claims and eviction notices came from the Incline Justice Court. He said the Court's caseload had dropped and he did not anticipate it increasing in the next year. Chairman Humke said the number of prisoners handled was also estimated to decrease. Mr. Kubo explained that most of that funding went to the Incline Justice Court to hire more people. Chairman Humke stated that it sounded as though most of the funding went to the Incline Justice Court for court services. Mr. Kubo stated that was correct, but he received more this year than in the past. He indicated that the Incline Justice Court wanted to handle court services which was why the funding went to them; however, their hours were limited so the Constable's Office served individuals that needed to be at work early in the morning. Chairman Humke asked if it was a good policy to transfer the Constable's funding to the Incline Justice Court. Mr. Kubo replied he did not believe that to be good policy and had argued against that transfer. However, he was told if he objected it would be court-ordered.

Commissioner Berkbigler asked who ordered the transfer of funds to the Incline Justice Court. Mr. Kubo replied he was informed by Assistant County Manager John Berkich and the Finance Department.

Katy Simon, County Manager, explained this had been a long-standing issue between the Incline Justice Court and the Constable's Office. She indicated that Finance did not take sides on a difference of opinion and Mr. Berkich was simply the messenger. The Manager's Office did not make that decision and she explained that the direction came from the Incline Justice Court.

### **SHERIFF**

Sheriff Mike Haley conducted a PowerPoint presentation, which was placed on file with the Clerk. In a democracy, he conveyed that the first obligation of government was to insure freedom from fear, crime and disorder for their citizens. Without that freedom all other pillars that supported society could not and would not be guaranteed. He said the Board had an obligation to insure those freedoms were guaranteed and that the Sheriff's Office received the necessary funding to meet their legal

and often social obligations. However, the budget recommendations did not accomplish that goal, but he would not complain and would support the overall County needs and budget necessities. Sheriff Haley stated that law enforcement was essential, but Legislators made it extremely difficult by reducing financial support to law enforcement by incorporating public safety into mandates and statutes. He said law enforcement mattered, counted and was essential to the well-being of an entire community. He commented that many cities were devastated when crime and distrust invaded their community or invaded public servants. He stated that law enforcement had become a dumping ground for all the things society did not seem to manage such as mental health. He noted that the Detention Facility had a housing unit dedicated to illegal immigrants and that gun control issues had caused a great deal of challenge due to the debate surrounding that issue. The prevention, treatment and educational programs were nearly non-existent in communities which exacerbated the job of a sheriff because they became responsible for that prevention, treatment or education either directly or collaboratively. Sheriff Haley stated over the past few decades there had been an alarming increase in violence and law enforcement was engaged to tip the balance in society's favor and were instrumental in reducing crime and violence to a point many believed crime was not a problem. However, crime and violence was a problem that could not be fixed or walked away from, which meant there needed to be a sustained enforcement and intervention effort. Sheriff Haley submitted that the County had one of the finest law enforcement organizations in the west and thanked everyone in his organization for making that possible.

Sheriff Haley said a number of new strategies such as community policing and partnerships with the community, schools and other agencies had aided the Office in holding costs under control. He said there was an emphasis on prevention and education and treatment, which was time consuming, but was valuable work that helped reduce crime. He said there was also a focus on accountability within the Sheriff's Office because accountability reduced liability. He stated the cause of crime was not poverty, demographics or the economy, the real cause of crime was when society created an environment where the people consciously decided to break the law whether by passion, confusion or ignorance regardless of poverty, demographics or the economy. He said locally and nationally political rhetoric had been responsible for creating confusion, fear and ignorance by fanning fires on gun control, immigration and homeless issues. He said the same rhetoric created a national surge in sovereign citizens and hate groups larger than had been seen in many years. The Sheriff's Office, faced with \$21 million in reductions and the loss of 106 positions over the economic downturn, had done an outstanding job and continued to return excess revenues to the General Fund. Because of the revenue-based activities, \$3.34 million had been returned to the County over the past six years and created an unspent budget authority of \$10.9 million in that same period of time. He indicated they had been active and supportive in the entire budget challenge and noted the community was safer because of their accomplishments. The consolidation of the Detention Facility and the Forensics Lab, the relocation of dispatch and a Regional Analytical Center had all aided the Sheriff's Office and the County in coordinating their efforts more efficiently resulting in better cost structures. Sheriff Haley had asked for the Board's support many times and appreciated their efforts in supporting the work of the

Sheriff's Office and appreciated all the hard work and willingness to collaborate on important issues. He said mandates and public expectations needed to be balanced as they attempted to maintain the expected services and decrease the risks and liabilities to the County. Sheriff Haley was compelled to keep the Board informed of the highest priority needs of the Office as the 2013/14 budget was considered and any future funding that may be necessary in moving forward.

Sheriff Haley said the following were priorities recommended for the 2013/14 budget cycle: communications center personnel; intermittent deputy funding; contra account elimination; Concealed Weapons Permit (CCW) personnel; and, Crime lab pooled positions. He said the following items were additional needs that should be considered in moving forward: records sealing personnel; the Regional Analytical Center (Fusion Center); service contracts; toxicology pooled funding; a crime lab deputy; detention personnel; cyber-crime software; patrol personnel and equipment; and, reinstate positions in the Regional Animal facility.

Sheriff Haley remarked when he took office in 2007 an Area Crimes Evaluation System (ACES) was initiated and since that time crime had continued to drop year after year. He said it was the way that the agency and the crime analysis center were being managed that allowed that decrease to occur. He thanked his staff for their hard work and the County for supporting their efforts in creating such a program.

Chairman Humke inquired on the following issues: disputes over payments for forensics and dispatch; immigration costs; DNA costs; concealed weapons and gun control; and, the 10+ budgeted positions and how those positions would be allocated across the Office. In addition, Commissioner Hartung also inquired on the funding for intermittent deputies and how those would be hired and the court ordered sealing of records.

Sheriff Haley replied that the Reno dispatch issue was complicated and was initially complicated by the fire deconsolidation. He stated there was an agreement on record between the County and the City for an exchange of service for dispatch and forensic services. Since dispatch had become co-located, the County had begun to pick up their own dispatch and, as the process continued, explained that the exchange for services would be eliminated. That left the question as to how the City of Reno would pay the \$1.6 million owed to the County. He indicated that the City had continued to state they knew that amount was owed and wanted to engage in a discussion to remedy the situation. He acknowledged that he could influence that process, but he was not empowered to make a decision. He recommended an equivalent exchange be found or the County request that money be reimbursed.

Commissioner Berkbigler inquired on the status to consolidate dispatch services and, once consolidated, what would be included. Sheriff Haley explained that a working group through the Shared Services Committee had first asked to consolidate the dispatch centers and were working toward a recommendation to consolidate, but found that was not possible so instead collocation was devised. It was the intent to return to the

Shared Services Committee with a recommendation to consolidate the Dispatch Center, but the discussion for cost and personnel issues would be premature because the working group had not submitted that conversation to the Shared Services Committee. Commissioner Berkgigler recalled that the City of Sparks chose not to consolidate dispatch. She asked if Sparks funded the County to conduct their forensic services. Sheriff Haley stated that was correct. He indicated that the Forensics Lab provided services to 14 of the 17 counties who were billed for those services. When he was first elected, the City of Sparks was not paying their fair share. He met with City officials at that time to bill them for the full cost on an incremental basis to increase to their full cost.

In response to the DNA question, Sheriff Haley replied that the Sheriff's Office had signed in support for the impending Brianna's Law bill currently in the Legislature. However, prior to the law becoming affective, a clear, defined revenue and a starting period where revenue would be generated was requested of the Legislature for any bill that would be supported. He said if those did not occur the Sheriff's Office would pull their support. Assistant Sheriff Tim Kuzanek said the Sheriff's Office lab personnel had all been involved to assist in the process of crafting language and to develop a funding mechanism within the language that would allow for sustained DNA processing on arrestees. Assuming this law passed, Commissioner Berkgigler asked if additional personnel would be needed. Sheriff Haley replied that much of the work was out-sourced because there were two processes that occurred. He did not believe the increased costs for out-sourcing would be that difficult and the revenue generated would be sufficient to cover any of those costs.

Sheriff Haley stated there were approximately 158 detainees on immigration status in the Detention Facility. He said it costs \$109 per day and noted that the federal government paid for those detainees. Chairman Humke asked if those 158 detainees were on an immigration hold status. Assistant Sheriff Lisa Haney clarified there were 50 to 80 detainees a day on an immigration hold. She said those detainees began with a criminal offense and, after that criminal offense was adjudicated, they then became an Immigration, Custom, and Enforcement (ICE) hold at which time ICE began paying the County \$109 a day until the detainees were transported out of the facility.

In response to gun control and CCW's, Sheriff Haley stated as more weapons continued to be added and fueled through the rhetoric in our society, there would be an increase in the use of weapons as a mechanism of death, whether defending one's self or used as an attacker. Commissioner Berkgigler asked if States that had CCW laws had a reduction in violent crimes. Sheriff Haley said he would appreciate having that conversation, but in Nevada that would be debatable. He said by their actions, Congress underfunded, defunded or exacerbated funding when it came to research on the introduction of weapons in our society. In the State of Nevada, he could receive information that stated Nevada had a high crime rate because of its gun control or lack of gun control laws. This was an area where Congress needed to allow creditable, viable research in order to arrive at decisions that could be supported. Sheriff Haley did not want his Officers to come in contact with guns on the street; however, that occurred and was creating a dangerous environment. Chairman Humke asked if the cost of background

checks was borne by the United States or local law enforcement. Sheriff Haley replied part of the cost was borne by counties.

Sheriff Haley remarked it would be enormously beneficial for the Sheriff's Office and the County to have intermittent deputies. He said the sealing of records needed to be addressed in the Legislature. He explained that personnel were needed to manage that laborious task because failure would cause liability.

Chairman Humke asked how the requested Full-Time equivalents (FTE's) would be allocated. Undersheriff Todd Vinger replied those positions were allocated based on the agreements made with County management. He said eight positions were for dispatch, to include an Information Technology (IT) Technician; a support specialist was needed to help with the CCW backlog; and, the other remaining positions were for Animal Services.

In closing, Sheriff Haley said many organizations had highs and lows in respect to retirements. He announced he would experience an extraordinarily heavy hit to the senior command structure in the near future since many had chosen to retire. He asked for the Board's indulgence in moving forward because the individuals that had travelled this journey for many years were exceedingly good at what they did and now he would be in a training mode.

### **ALTERNATIVE SENTENCING**

Chief Joe Ingraham conducted a PowerPoint presentation, which was placed on file with the Clerk. The presentation highlighted the mission statement, objectives, services offered by Alternative Sentencing, the organizational chart, 2012 Alternative Sentencing statistics, enforcement, revenue and cost diversion, accomplishments, emerging issues and concerns, strategic plan, and the proposed above-base position.

Commissioner Hartung commented that the numbers spoke for themselves and he gave kudos to the Chief and his staff.

Chairman Humke inquired on the potential for an increase in the caseload. Chief Ingraham replied that the Reno Justice Court currently monitored about 2,500 cases on a daily basis that were suspended. Per statute, those cases should be coming to Alternative Sentencing. He said his staff saw an increase of about 25 to 30 more cases a week. Chairman Humke asked if there was still a category of a true first offender where informal probation could work. Chief Ingraham replied that he believed so.

### **DISTRICT ATTORNEY**

Richard Gammick, District Attorney, conducted a PowerPoint presentation, which was placed on file with the Clerk. The presentation included the organizational chart, mandates, mission, customers, audit update, misdemeanor pretrial

unit, reclassifications, child welfare, Early Case Resolution and future issues. He said the office was recommending the same budget as last year; however, were requesting one additional attorney, one legal secretary, one reclassification and additional personnel from Social Services.

Commissioner Hartung commented that Mr. Gammick instilled confidence in the community and he thanked him and his staff. Mr. Gammick said he was blessed and loved what he did. He said he had many great people behind him and also had camaraderie with all the other law enforcement agencies in the State.

Commissioner Berkbigler was impressed that Mr. Gammick requested the Internal Auditor conduct a review and felt he was being proactive. She also was impressed that he was proactively protecting the legal representatives in the County.

**11:13 a.m.** The Board recessed.

**1:02 p.m.** The Board reconvened with Commissioners Jung and Weber absent.

### **JUSTICE COURT – INCLINE**

Judge Alan Tiras stated that the Incline Justice Court adjudicated criminal and civil matters in the Incline Township. Activities included arraignments, preliminary hearings, misdemeanor trials, traffic citations appearances, juvenile traffic matters, civil trials, small claims, eviction hearings, domestic violence temporary protective orders, and harassment protection orders.

Commissioner Berkbigler said the Incline Constable expressed that some of their funds were transferred to the Incline Justice Court and she asked why that occurred. Judge Tiras explained about a year ago the Constable's Office indicated that they refused to continue to provide services to the Court, save and except court security and service of process. The Court then initiated their own bailiff service in order to provide the court better security because the Constable was not doing a good job. He said the bailiffs also provided drug and alcohol testing to determine if the defendants were either in or out of compliance. In 2007, he said the Board of County Commissioners approved \$31,000 to the Constable's Office to provide security and other services to the Incline Justice Court. He commented that the Incline Justice Court had not touched the \$31,000 that the Constable was being paid to conduct services he no longer provided to the Court. Judge Tiras explained that some funds were moved over when the bailiff service was established and were now being paid from the Incline Justice Court's budget, but to say that money was taken from the Constable's Office was not entirely accurate.

Commissioner Hartung inquired on the in-house collection service. Judge Tiras replied that the Court had contracted with a company that now allowed users access to make a payment directly. The Court then received the information that the payment had been made and was then processed immediately. He clarified that the collection program was for people that had not made their payments.

## **JUSTICE COURT – SPARKS**

Judge Kevin Higgins noted that the Sparks Justice Court was statutorily limited in jurisdiction, with authority to conduct felony preliminary hearings and to hear and decide small claims, civil, landlord/tenant disputes, and traffic and misdemeanor offenses. In addition, the Court determined probable cause for purposes of detention, setting bail, administer oaths, issue writs, summons, warrants, and protective orders, and performs all clerical work in connection with the maintenance of Court records.

Commissioner Berkbigler inquired on the \$500 assessment fee. Judge Higgins explained that fee went to the Administrative Office of the Courts to pay for Specialty Courts. However, the Specialty Courts did not want funding from Administrative Assessments because people that did not pay their fines ended up in jail. He said neither the Incline Justice Court nor the Sparks Justice Court had any Specialty Courts and this would be assessing for a program that individuals did not have any access.

Commissioner Hartung asked if staff found the new facility more convenient in dealing with a heavier caseload. Judge Higgins stated that was correct. By having six small conference rooms around the Court, victims were now able to be separated from witnesses or defendants.

Katy Simon, County Manager, noted that the Sparks Justice Court had a budget appeal that would be heard during the April 23, 2013 County Commission meeting.

## **JUSTICE COURT – RENO**

Judge Scott Pearson explained that the Reno Justice Court reviewed probable cause for arrests, conducted misdemeanor, gross misdemeanor and felony arraignments, held felony and gross misdemeanor preliminary hearings, presided over misdemeanor trials, decided small claims and other civil matter cases, resolved landlord/tenant disputes, processed traffic citations and other citations for misdemeanor criminal offenses, issued stalking/harassment protective orders, authorized search warrants, oversaw bail and extradition matters, administered oaths, issued writs, summons, and bench warrants and performed all clerical work in connection with the maintenance of the Court's records.

## **DISTRICT COURT**

Chief Judge David Hardy stated he was very proud of the accomplishments of the Courts. He conducted a PowerPoint presentation, which was placed on file with the Clerk. The presentation included the organizational chart, caseload trends, District Court filings, employees, experimentation, collaboration, concerns and the plan moving forward. He stated that the Court was joint partners in public service and

recognized reciprocity and were hopeful for a positive relationship in moving forward to the future.

Chairman Humke inquired on the caseload trends and the decrease in case filings. Chief Judge Hardy replied that a criminal case filing either by probable cause determinations made by law enforcement officers or resolution in the limited jurisdiction courts was down 42 percent with the addition of Department 15. He said the Family Division filings had a 38 percent net reduction. He remarked the decline of case filings, and an increase of three new judges in the past five years, had resulted in a lower case load for assignment per judge.

### **JUVENILE SERVICES**

District Judge Egan Walker said that Juvenile Services was a remarkably good organization and the product provided through those services was examined, cited and recognized nationwide for the quality of the product provided. He thanked Carey Stewart, Juvenile Services Director, for an exceptional performance in maintaining such an outstanding organization.

Mr. Stewart conducted a PowerPoint presentation, which was placed on file with the Clerk. The presentation included: the mission statement; the organizational chart; the Juvenile Services system; County Objective No. 1 - Sustainability of Our Financial, Social and Natural Resources; County Objective No. 2 - Economic Development and Diversification, Davis Creek Fishing location; County Objective No. 3 - Safe, Secure and Healthy Communities; County Objective No. 4 - Public Participation and Open, Transparent Communication; and, County Objective No. 5 - Valued, Engaged Employee Workforce.

Commissioner Berkbigler asked on the success ratio for the children that had gone through the program. Mr. Stewart replied about 89 percent of children arriving for status and misdemeanor offenses did not penetrate deeper into the system. He clarified that the 63 percent on an informal probation level did not return to the system and of the 37 percent that did return about 13 percent penetrated deeper into the system. He commented of the approximate 400 youths on probation last year, about 44 youths ended up in State correctional care. Commissioner Hartung stated that spoke highly of the program.

### **MEDICAL EXAMINER/CORONER**

Dr. Ellen Clark conducted a PowerPoint presentation, which was placed on file with the Clerk. The presentation highlighted the mission, mandates, duties, case types, 2012 case examinations, strategic focus, accomplishments, services/supplies versus revenues, average cost per case, and excellence in public service.

**3:10 p.m.** Chairman Humke called a recess to watch President Obama give a press conference on the bombing that just occurred during the Boston Marathon.

**3:18 p.m.** The Board reconvened and held a moment of silence for the victims of the bombing.

Dr. Clark continued with the PowerPoint presentation and highlighted personnel, trends, budget and revenues, budget needs, proposed organizational chart as of July 1, 2013, multiple duties, outside agency cases, capital improvement project and a new facility.

Commissioner Hartung inquired on the role the Office played regarding organ procurement. Dr. Clark replied that tissue procurement agencies submitted a form outlining the circumstances in the case. Then the Medical Examiner reviewed the case and made a determination if there were any restrictions applied such as a homicide or a case that would have additional prosecution. Commissioner Hartung questioned the 22 undetermined causes of death in 2012. Dr. Clark explained an undetermined cause was determined after a complete autopsy examination and a scene investigation were conducted and the Office was unable to state whether that case represented a natural, accidental, or suicide death. An example would be a drug overdose case from an injection of prescription medications that could not be determined a suicide, an intentional consumption of drugs or an accident.

### **PUBLIC DEFENDER**

John Berkich, Assistant County Manager, presented the Indigent Defense System that included the Public Defender's Office, the Alternate Public Defender's Office and the Conflict Counsel. He stated that the Indigent Defense System was to protect and defend the rights of indigent people in the County by providing them access to justice through professional, legal representation. He conducted a PowerPoint presentation, which was placed on file with the Clerk and highlighted the history of Indigent Defense.

Jeremy Bosler, Public Defender, conducted a PowerPoint presentation, which was placed on file with the Clerk. The presentation included the 2012 Public Defender statistics, caseload statistics by type, services provided to the indigent public, mandated and non-mandated services, prior budget reductions, the budget for 2013/14 and accomplishments for 2012.

### **ALTERNATE PUBLIC DEFENDER**

Jennifer Lunt, Alternate Public Defender, conducted a PowerPoint presentation, which was placed on file with the Clerk. The presentation highlighted services of the Alternate Public Defender, organizational chart, budget, Fiscal Year 2010/11, 2011/12 statistics and estimated 2012/13 statistics, prior reductions, trends and institutional defenders.

Chairman Humke asked if the Public Defender (PD) and the Alternate Public Defender (APD) represented clients in the Specialty Courts. Ms. Lunt explained

that originally the APD represented all the Specialty Court clients; however, with the addition of Department 15, the PD's Office took over that function. Chairman Humke asked if all the contracts had ended for the Specialty Courts and were those positions now held by County employees. Ms. Lunt restated that the legal representation was provided solely by the PD's Office. Chairman Humke said there were still certain services provided such as counseling for substance abuse that may be from an outside agency. Jeremy Bosler, Public Defender, stated that was correct. He said treatment providers were contracted, but acknowledged that the representation for adult criminal therapeutic courts was conducted by the PD's Office.

Chairman Humke asked if those Specialty Court cases were all defer and dismiss. Mr. Bosler replied some cases had a conditional probation. The Driving Under the Influence (DUI) Court provided a reduction in charge if the program was successfully completed. From the PD's perspective, he said therapeutic courts were successful because of a leverage point over the defendant that compelled them to complete the treatment. The leverage was the ability to place them in jail anytime they had a court appearance. He said the internship with the University of Nevada, Reno (UNR) Social Work Program had benefitted the therapeutic courts because the students were brought to court and received first hand training in dealing with veteran's issues, mental health issues and drug abuse issues.

Chairman Humke asked if specialty courts provide an infringement by the judiciary into the purview of the executive branch. Mr. Bosler said it was completed by the courts, and the courts had control over sentencing. He said it was in the Court's purview if they wanted to continue that sentencing and monitor a person's progress before they made a final determination. Chairman Humke inquired on the horizon for specialty courts in terms of creating new and innovative groups that may be subject to a specialty court. Ms. Bosler replied that most of the specialty courts were currently covered. He said the newest function was the Re-entry Court; however, that had been in existence for some time, but had never been fully staffed or fully utilized.

Chairman Humke discussed AB 49, which established dedicated funding sources for the provision of indigent defense services. He said the Nevada Association of Counties (NACO) sought an answer since it seemed that public defender services were a State responsibility not a local responsibility. He explained that bill was to become an interim study because it was a major policy issue. Mr. Bosler felt all that was left of that bill was for an interim study.

### **CONFLICT COUNSEL**

John Berkich, Assistant County Manager, concluded the Indigent Defense program with a PowerPoint presentation, which was placed on file with the Clerk. The presentation explained the history of the Conflict Counsel, the budget, case loads, Conflict Counsel structure, challenges and accomplishments. He explained the budgets for Washoe Legal Services, Lakes Crossing, the appointed counsel Mr. Robert Bell, the attorney's and additional costs.

**13-300            AGENDA ITEM 3 – PUBLIC COMMENT**

**Agenda Subject: “Public Comment. Comment heard under this item will be limited to three minutes per person and may pertain to matters both on and off the Commission agenda. The Commission will also hear public comment during individual action items, with comment limited to two minutes per person. Comments are to be made to the Commission as a whole.”**

There was no response to the call for public comment.

\*   \*   \*   \*   \*   \*   \*   \*   \*   \*   \*

**4:11 p.m.**        There being no further hearings to come before the Board, the April 15, 2013 meeting was adjourned.

The foregoing minutes represent the understanding of the Washoe County Clerk’s Office of the discussions held during these meetings.

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**AMY HARVEY**, Washoe County Clerk  
and Clerk of the Board of County Commissioners

*Minutes Prepared by:  
Stacy Gonzales and Jan Frazzetta, Deputy County Clerks*