

# DRAFT Mandated Services Report

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## **Purpose**

This report was requested by members of the Board of County Commissioners and Organizational Effectiveness Committee.

## **Scope and Methodology**

The list of mandates includes all Washoe County departments and Funds. Using the Department Services list prepared by the Charting Our Course (COC) task force in FY 04-05 as a starting point, departments were asked to proof and update their information which was then compiled by the Budget Division. The Charting our Course initiative was limited to the General Fund. This report includes all funds.

## **Overview**

*The following outline was taken from a presentation made by Paul Lipparelli, Chief Deputy District Attorney, Civil Division, and Steve Watson, Labor Relations Manager and Acting Human Resources Director, at the County's Legal and Policy Issues class.*

### Legal Structure

- Nevada Constitution
- Nevada Revised Statutes (NRS)
- Washoe County Code (WCC)
- Policies of the Board of County Commissioners
- Case law

### Public Interest Laws

- Open Meeting Law (NRS 241)
- Public Records Law (NRS 239)
- Ethics (NRS 281)

### On the Ground

- Law Enforcement (4<sup>th</sup> Amendment-search, counsel, self-incrimination)
- Regulator (due process, takings, equal protection)

### Human Resources

- Negotiation with Employee Organizations (NRS 288)
- Merit personnel system (NRS 245)
- Discrimination and Harassment (various State and federal laws including Title VII of the Civil Rights Act of 1964, Americans with Disabilities Act, Age Discrimination in Employment Act)
- Family and Medical Leave Act
- Fair Labor Standards Act

## **Support Departments**

Support departments, including Facility Management, Equipment Services and Technology Services, among others, are generally not governed by federal or State statutes to the degree of direct service

providers such as the Sheriff and County Clerk. They do support those services by providing custodial services, servicing HVAC systems, paying utility bills, maintaining patrol cars, servicing telephones and maintaining the computer hardware and software and networks necessary to share information. The County contracts for some of these services (e.g. custodial) with the private sector.

### **Initiatives to manage caseloads**

Some non-mandated activities are the result of efforts to control caseloads linked to mandated activities. Examples include:

- The *Juvenile Detention Alternatives Initiative (JDAI)* targets at-risk youth to correct behavior before it escalates to the point where detention is mandated. The Juvenile Services Department has developed a risk assessment instrument used to screen all 8 to 17 year olds brought to detention to determine the need for incarceration versus after school programs, counseling and/or work programs.
- The *Court Services Division of the District Court* releases defendants on their own recognizance (OR) to reduce jail overcrowding. PreTrial Services officers perform routine drug and alcohol tests and defendants on OR may be jailed if they fail compliance. Without this program, many of the 1,300+ participants could be in Jail at a cost of \$119 per day.
- The Public Guardian's office has established the *Adult Guardianship Training Program* to educate citizens on alternatives to guardianship, which removes considerable rights for an individual. An alternative would be to accept all petitions for guardianship and use the increased caseloads to justify staffing increases for mandated activities.

### **Appendix**

Department and Fund detail.

Accrued Benefits 182-0

	A	B	C	D	E	F	G	H
1								
2	<b>Function</b>	<b>Department</b>	<b>Fund Center</b>	<b>Program Title</b>	<b>Description/Purpose Statement</b>	<b>List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)</b>	<b>FY 08-09 Adopted Budget</b>	<b>Authorized FTEs assigned</b>
3	General Government	Accrued Benefits	182-0	Accrued Benefits	Accrued Benefits is used to account for disbursements required to meet the County's responsibilities with regard to leave payments to employees retiring or otherwise terminating County employment.	Accounting regulation	1,800,000	0

AlternatePublicDefender128-0

	A	B	C	D	E	F	G	H
1								
2	<b>Function</b>	<b>Department</b>	<b>Fund Center</b>	<b>Program Title</b>	<b>Description/Purpose Statement</b>	<b>List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)</b>	<b>FY 08-09 Adopted Budget</b>	<b>Authorized FTEs assigned</b>
3	Judicial	Alternate Public Defender	128-0	Alternate Public Defender	The office of the Alternate Public Defender represents adult and juvenile clients charged with crimes in the District and Justice Courts of Washoe County. The Alternate Public Defender also represents clients in Family Court, the Specialty Courts of Drug, Diversion and Mental Health Courts, and in appeals to the Nevada Supreme Court. Clients who are eligible for appointed attorneys are referred to the Alternate Public Defender's Office by the Public Defender's Office when there is a conflict of interest which prevents the Public Defender's Office from being able to defend that client. This assures each client will have independent counsel.	Gideon v. Wainwright, which mandates under the U.S. Constitution and the Bill of Rights that those accused of a crime are have the right to legal representation. NRS 260.010, 260.030, 260.060	1,807,204	15

Alternative Sentencing 154-0

	A	B	C	D	E	F	G	H
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3	Public Safety	Alternative Sentencing	154-0	Alternative Sentencing	Case plans are developed for those whom the court assigns a suspended sentence or residential confinement. The plans may include provisions for training, therapy, drug testing, and reporting. The probationer will subject himself to the conditions of his/her probation, including any restitution he/she will make to victims. Case plans are implemented under the close supervision of Alternative Sentencing Officers. Probationers who successfully complete their probation period are deemed to have completed their sentence. Violation of conditions of probation, however, can lead to extensions of probation periods or incarceration.		751,761	6.8

Assessor 102-0

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3	General Government	Assessor	102-0		The Assessor's Office locates and appraises all real and personal property in the County and uses these values to create the secured and unsecured tax rolls. The Office maintains the tax rolls, authenticates and records changes in ownership of real prop	NRS 360, 361, 361A Nevada Admin. Code 360, 361, 361A All assessor duties are mandated under these chapters, several specific citations have been included for reference.	7,157,054	85
4	General Government	Assessor	102100	Administration	Oversee the mandated functions of each division, ensuring that all duties are completed according to statues and regulations and submit statutorily required reports to various entities. Process payroll, purchase supplies, schedule and review employee perf	NRS 360, 361, 361A Nevada Admin. Code 360, 361, 361A NRS 427A.450-600		
5	General Government	Assessor	102200	Data Management	Create and maintain property records to track ownership for assessment purposes and tax abatement status.Maintain and update electronic secured tax database	NRS 360, 361, 361A Specifically: NRS 361.300, 361.310 NAC 361.6055-361.607		
6	General Government	Assessor	102600	Appraisal	Discover and value all real and personal property subject to taxation within Washoe County. Assist public in accessing property information. Administer veterans, surviving spouse, blind exemption programs, and maintain records of same.	NRS 360, 361, 361A Nevada Admin. Code 360, 361, 361A Specifically: NRS 361.080, 361.085, 361.090 -361.091 NRS 361.260 NRS 361.227 NRS 361.265 NRS 361.4722-361.4725 NAC 361.118-361.155		
7	General Government	Assessor	102700	Mapping	Maintain a complete and accurate series of cadastral maps to assist in the assessment process	NRS 361.189 to NRS 361.220 inclusive; NRS 361.305:NRS 361.310; NRS 278.010 to NRS 278.630 inclusive		

BCC 100-0

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3	General Government	Board of County Commissioners	100-0		The responsibility for use of county resources and delivery of services to residents of Washoe County belongs to five County Commissioners elected from geographic districts on a partisan basis, every four years. The County Commissioners annually elect a chairman who serves as the Board of County Commissioners' presiding officer. To accomplish its mission, the Board functions in an executive, legislative and, at times, quasi-judicial capacity.	NRS chapter 244	614,900	7

Comm Dev 116-0

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3	General Government	Community Development	116-0				3,449,125	28.5
4					· <i>Administration</i> - The department director oversees the line programs, develops overall program direction to respond to changing times, represents the department before policy-making boards and commissions, including the Regional Planning Governin	NRS 278.030		
5					· The <i>Advanced Planning Program</i> maintains the County's Comprehensive Plan and Development Code, participates in regional planning processes, supports the regional open space and natural resources plan, participates in planning for regional housing	NRS 278, 278.026, 278.030, NRS 376A.020 WCC 110		
6					· The <i>Community Services Program</i> enforces Washoe County Codes Chapters 25 (Business License), 30 (Gaming and Liquor Licenses), and 110 (Development Code); issues and renews general business, liquor, and gaming licenses; maintains the department's	WCC 25, 30 and 110		
7					· The <i>Current Planning Program</i> reviews and approves development permit applications including building plan and business license submittals, inspects and administers conditions of approval, all to ensure compliance with the Washoe County Comprehen	NRS 278, 278.026, 278.030, WCC 100 and 110		

Comm Dev 116-0

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8	General Government	Community Development	116100	Community Development Admin	To support the County Commission's goal of responsible growth management by conserving valued lifestyles, preserving open space, being responsive to our citizens, and promoting desired regional growth patterns.	NRS 278, Washoe County Development Code (WCC 110).		
9	General Government	Community Development	116110	Administration	Maintain essential administrative support functions, to support the County Commission's goal of responsible growth management by conserving valued lifestyles, preserving open space, being responsive to our citizens, and promoting desired regional growth p	Agendas and Minutes - NRS 241. Notifications - NRS 278. Administration - Various WCC, Chapter 5, regulations.		
10	General Government	Community Development	116130	Boards and Commissions Supt	To support the County Commission's goal of responsible growth management by conserving valued lifestyles, preserving open space, being responsive to our citizens, and promoting desired regional growth patterns.	NRS 278, Conformance with Truckee Meadows Regional Plan, Tahoe Bi-State Compact and Interlocal Agreement.		
11	General Government	Community Development	116210	Project Review	To support the County Commission's goal of responsible growth management by conserving valued lifestyles, preserving open space, being responsive to our citizens, and promoting desired regional growth patterns.	Review discretionary permits, building permits, business licenses, amendments of the Master Plan per WCC110 and NRS 278. Provide staff support for Planning Commission (NRS 278.030) Board of Adjustment (278.270), Parcel Map Review Committee per WCC110 and		

Comm Dev 116-0

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12	General Government	Community Development	116310	Master Plan	To support the County Commission's goal of responsible growth management by conserving valued lifestyles, preserving open space, being responsive to our citizens, and promoting desired regional growth patterns.	Regional Planning - <del>Interlocal Agreement, RPCB vs. Washoe County &amp; SVCID and</del> NRS278 and Tahoe Bi-State Compact for conformance with Truckee Meadows Regional Plan and TRPA Regional Plan. Comprehensive Plan, Area Plans Specific Plans and Community Plans -		
13	General Government	Community Development	116330	Open Space	To implement an open space plan that supports the County Commission's goal of responsible growth management by conserving valued lifestyles, and preserving open space.	NRS 278, Conformance with Truckee Meadows Regional Plan, conformance with the adopted open space and natural resources plan.		
14	General Government	Community Development	116350	Tahoe Services	To support the goals and policies of the bi-state regional compact and the various programs that implement the regional plan.	NRS 278 and contract with Tahoe Regional Planning Agency for enforcement of specific provisions of TRPA Code of Ordinances		
15	General Government	Community Development	116430	CAB Support	To support the County Commission's goal of responsible growth management by conserving valued lifestyles, preserving open space, being responsive to our citizens, and promoting desired regional growth patterns.	NRS 244.1945; NRS 241 (Open Meeting Law); WCC 5.425 thru 5.435; BCC adopted by-laws; BCC adopted resolutions		

Comm Dev 116-0

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2								
16	General Government	Community Development	116460	Business License	To support the County Commission's goal of responsible growth management by conserving valued lifestyles, preserving open space, being responsive to our citizens, and promoting desired regional growth patterns.	NRS 244.335; NRS 369.180; NRS 463.160; NRS 463.230; NRS 463.323; NRS Chapter 491, Statutes of NV 1991, Secs 29-33; NRS 241 (Open Meeting Law); WCC 25.015; WCC 21.1620; WCC 30.110; WCC 30.350; WCC 25.238		
17	General Government	Community Development	116470	Codes Enforcement	To support the County Commission's goal of responsible growth management by conserving valued lifestyles, preserving open space, being responsive to our citizens, and promoting desired regional growth patterns.	NRS 171.17751; NRS 171.1773; WCC 110.910.05; WCC 110.910.10; WCC 25.015; WCC 25.045; WCC 25.443; WCC 30.110; WCC 30.320; WCC 30.350; WCC 30.600		
18	General Government	Community Development	116480	GIS Permits	To support the County Commission's goal of responsible growth management by conserving valued lifestyles, preserving open space, being responsive to our citizens, and promoting desired regional growth patterns.	NRS 278.150; NRS 278.200; NRS 278.250; WCC 110.106		
19	General Government	Community Development	116510	TM Regional Planning	To support the County Commission's goal of responsible growth management by conserving valued lifestyles, preserving open space, being responsive to our citizens, and promoting desired regional growth patterns.	NRS 278 and interlocal agreement for support of Truckee Meadows Regional Planning Agency		
20	General Government	Community Development	116520	Nevada Land Conservancy	To support the County Commission's goal of responsible growth management by conserving valued lifestyles, preserving open space, being responsive to our citizens, and promoting desired regional growth patterns.	County Policy: Interlocal Agreement		
21	General Government	Community Development	20019	Housing Rehabilitation	To support the County Commission's goal of responsible growth management by conserving valued lifestyles, preserving open space, being responsive to our citizens, and promoting desired regional growth patterns.	Interlocal Agreement (Housing Consortium)		

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22	General Government	Community Development	IN 60185	Infill Support	Responsible growth management, support a healthy economy and support the goals of the Truckee Meadows Regional Plan.	Interlocal Agreement (RTC) for support of the Sierra Spirit bus operations.		

County Clerk 104-0

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2	Function	Department	Fund Center	Program Title	Description/Purpose Statement	List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)	FY 08-09 Adopted Budget	Authorized FTEs assigned
3		Clerk	104-0		The mission of the Washoe County Clerk is to create, maintain, and preserve accurate records of the actions of the Board of County Commissioners and related bodies, as well as marriage license, notary and business name records, and make them available to the public and historians in a timely and professional manner.		1,733,715	25.58
4	General Government	Clerk	104100	Clerk Administration	The Administration Division oversees the administrative needs of the County Clerk, licenses ministers to perform marriages in Washoe County, is the custodian of the Washoe County Code, preserves for permanent retention on microfilm, all documents which are required by statute to be in the custody of the Office of the County Clerk, provides and makes said records available to the public; maintains the County Clerk's website and provides continuing technological advancement to allow the public access to more and more of the Clerk's records and information via the Internet.	NRS 122.062 - 122.071 NRS 239.010 NRS 245.140 NRS 245.150 NRS 281.030 NRS 293.393 WCC 2.010 - 2.090		
5	General Government	Clerk	104300	Marriage & Business Division	The Marriage & Business Division issues marriage licenses, files Fictitious Name Certificates and Notary Bonds, and accounts for revenues of the Clerk's Office. This division also encompasses a satellite office at Incline Village, and the Commissioner of Civil Marriages.	NRS 78.055 NRS 122.040 NRS 122.060 NRS 122.061 NRS 239.030 NRS 240.030 NRS 240.270 NRS 602.010 NRS 602.050		

County Clerk 104-0

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6	General Government	Clerk	104400	Marriage Commissioner	Performs civil marriage ceremonies	NRS 122.173 NRS 122.175 NRS 122.177 NRS 122.179 NRS 122.183 WCC 5.460 WCC 5.229		
7	General Government	Clerk	104500	Incline Village Satellite Office	Provides Marriage & Business Division services in Incline Villiage. (Also assists the Community Development department by accepting Business License Applications and the Treasurer's Office by accepting property tax payments)	NRS 122.061 NRS 245.040(2)		
8	General Government	Clerk	104700	Board Records & Minutes	The County Clerk serves as clerk of the Board of County Commissioners, Board of Equalization and Debt Management Commission. The Board Records & Minutes Division creates official records and minutes pertaining to the actions of the County Commissioners and the various Boards on which they serve, publishes and posts notices, maintains records and audiotapes, records and maintains Ordiances together with affidavits of publication, notices taxpayers of hearings and decisions, prepares and provides Board of Equalization minutes and exhibits to the State Tax Board.	NRS 233B.125 NRS 241.035 NRS 244.075 NRS 244.095 - 244.119 NRS 246.060 NRS 350.012 NRS 361.340 NRS 361.345 NRS 361.350 NRS 361.365 NAC 361.626 NAC 361.634		

County Manager 101-0

	A	B	C	D	E	F	G	H
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2	Function	Department	Fund Center	Program Title	Description/Purpose Statement	List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)	FY 08-09 Adopted Budget	Authorized FTEs assigned
3	General Government	Manager's Office	101-0		As chief executive for Washoe County, the County Manager serves as liaison between the Board of County Commissioners and elected and appointed department directors, other governmental jurisdictions, community and business groups, employees, and county customers. The Manager's Office facilitates presentation of issues to the Board for their consideration, and the Manager's staff ensures effective implementation of direction given by the BCC.	NRS 244.135: The county manager shall perform such administrative function of the county government as may be required of him by the board of county commissioners	3,692,160	27.8
4			101-6	Community Relations	Community Relations is responsible for the dissemination of public information on behalf of the County Commission, county Manager and county departments in general. In collaboration with line departments, the division plans and implements communication programs and activities to inform citizens about, and encourage involvement and communication with, their regional government. Seven staff members provide professional expertise in public/community relations, media relations, advertising, inter and intranet communications, and cable TV program production.	Washoe County Code 5.023: Creates Community Relations Program pursuant to NRS 244.135		
5			101-9	Internal Audit	Internal Audit conducts performance audits to assess departmental functions and processes to determine if they are achieving their intended purposes and doing so in an economical manner. Compliance audits are conducted to ensure that internal controls sufficient to ensure integrity and accuracy in financial processing and reporting are established and followed.	Washoe County Code 5.023: Creates Internal Audit program pursuant to NRS 244.135; WCC 5.0243 establishes duties of Internal Auditor and Scope of Audits		

County Manager 101-0

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6			101-5	Emergency Management	Emergency Management and Homeland Security Program prepares or updates emergency management plans for Washoe County with the participation of local, County, state and federal agencies, private and volunteer organizations, and others with a role in responding to natural or human caused disasters; arranges training and training exercises to test emergency plans, coordinates the Washoe County Crisis Action Team; provides administrative support to the Local Emergency Planning Committee, including coordinating and managing State Emergency Response Commission Grants and Federal Homeland Security Grants; supports activities at the Regional Emergency Operations Center when the center is activated; and secures responses and assets to increase response capability. The objective of these efforts is to preserve life and property during and after a major emergency and to return the affected communities to a normal status as soon as possible.	Washoe County code 65.305: creates emergency management and homeland security program pursuant to NRS 414.090 as a program in Management Services		
7			101-8	Management Services Division	Management Services Division is responsible for functions and activities of various programs within the office of the county manager, including legislative affairs, strategic planning, emergency management, grants administration and other management services programs assigned by the county manager	Washoe County Code 5.0242: Creates Management Services pursuant to NRS 244.135		
8				Fire Services Program	Administers contracts for fire prevention and suppression services between the county and other agencies that provide these services for the county. Oversees the fire services provided North of Township 22 through 3 volunteer fire departments	Washoe County Code 5.0242 creates Fire Services program pursuant to NRS 244.135 as a program in Management Services		

County Manager 101-0

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2				Government (legislative) Affairs Program	Tracks and manages government affairs issues, and coordinates efforts to promote the County's interest at federal, state, regional and local levels	Washoe County Code 5.0231 creates Government (legislative) affairs program pursuant to NRS 244.135 as a program in Management Services		
9				Organizational Effectiveness (Strategic Planning Program)	Develops action plans by which the county addresses complex policy or management challenges, oversees development of the Performance Management and Measurement System (PMMS) and manages the county suggestion program	Washoe County Code 5.0231 creates Strategic Planning (organizational effectiveness) program pursuant to NRS 244.135 as a program in Management Services		
10			181-0	Community Support	Community Support Program provides leadership for the Washoe County Human Services Consortium grant process; administers all Washoe County Consortium grant awards, administers all special purpose awards and all community event sponsorship awards funded through the community support budget; and assists other departments with the development of performance based agreements for grants to non-profits. Staff develops related policies for submittal to the Board of County Commissioners, and implements approved policies.	Washoe County Code 5.0231 creates Community Support (grants) program pursuant to NRS 244.135 as a program in Management Services	1,681,518	
11	Judicial		101-10	Conflict Council		Gideon v. Wainwright, which mandates under the U.S. Constitution and the Bill of Rights that those accused of a crime are have the right to legal representation. NRS 260.010, 260.030, 260.060	1,368,014	
12								

RP-District Attorney 106-0

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3	Judicial	District Attorney	106-0		The mission of the Washoe County District Attorney's Office is to ensure public safety by prosecuting criminal cases, with a priority on violent crimes and repeat offenders, to the maximum allowed by law while minimizing the impact on victims and witnesses; to represent professionally the Board of County Commissioners and all other County agencies in legal matters to include the defense of lawsuits; to protect the rights of children by using all legal means to ensure the timely and adequate payment of child support; protect children by ensuring they are placed in a permanent, safe and stable environment.		21,359,134	210.06
4	Judicial	District Attorney	106100	Admin/Criminal/ Victim Advocates	The Criminal Division prosecutes all felonies and gross misdemeanors that occur in the entire county and all misdemeanors that occur in the unincorporated areas. Within the Criminal Division there are divisions or teams specializing in different criminal violations. The Investigations Division assist in preparing cases for trial; locating and, if necessary, transporting witnesses; obtaining background histories and serving subpoenas. The Juvenile Team prosecutes all cases county-wide involving perpetrators under the age of 18, if they have not been certified as adults. The Appellate Team processes appeals to the Supreme Court and post conviction matters. The Fraud Check Diversion Program is responsible for collecting on bad checks and returning the money to local businesses. The Victim-Witness Assistance Center is responsible in issuing subpoenas for all court hearings and matters. This unit provides crime victims and witnesses with information and support throughout the Criminal Justice process. This department is required to inform victims of the sentencing date and notify them of all critical stages of the pro	NRS 252.080; NRS 252.090; NRS 252.110; NRS 172.095; NRS 173.045; NRS 173.055; NRS 174.233 - 174.295; NRS 174.305 - 174.375; NRS 176.015; Chapter 178; NRS 52.385; NRS 202.340; NRS 62.128; NRS 62.129; NRS 62.135; NRS 432B.380; NRS 179.245; NRS 205.466 - 205.472. Federal and State Courts.		

RP-District Attorney 106-0

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5	Judicial	District Attorney	106110	CARES/SART	This program conducts forensic examinations of sexual assault adults and sexually abused children performed by specially trained Nurses and Nurse Practitioners. This is a team approach in handling of these type of cases. The team consists of law enforcement agencies, Child Protective Services, medical and mental health providers and Crisis Call Center. This program provides referrals for counseling and medical follow-up to victims and their families; pay all initial sexual assault bills for victims of sexual assault including additional sexual assault funding to victims. This program also provides increased community awareness of the programs, polices and procedures involved with Sexual Assault Response and Evaluation Team (SART) and Child Abuse Response and Evaluations (CARES) programs.	NRS 217.280 - 217.350		
6	Judicial	District Attorney	10xxx,20xxx	Grants & Donations	One full time victim advocate is funded through the Nevada Division of Family and Child Services (VOCA). This funding is from October 1, 2003 thru September 30, 2006. Victim Advocates provide victims with information and support throughout the criminal justice process. They provide referrals and resources to counseling and other social services agencies. Advocates are also responsible in notifying victims of court hearings.	NRS 176.015 and Chapter 178		
7	Judicial	District Attorney	106900	Forfeitures	Drug forfeitures tracks, seizes, forfeits and distributes money and property used or gained as the result of controlled substance violations. The proceeds are distributed to law enforcement agencies and prosecution offices.	NRS 179.1156 - 179.121; NRS 453.301 - 453.311, as well as Federal Statutes and proceedings.		

RP-District Attorney 106-0

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2	<b>Function</b>	<b>Department</b>	<b>Fund Center</b>	<b>Program Title</b>	<b>Description/Purpose Statement</b>	<b>List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)</b>	<b>FY 08-09 Adopted Budget</b>	<b>Authorized FTEs assigned</b>
8	Judicial	District Attorney	106700	Civil Division	The District Attorney is required to defend all suits brought against the county. Bring all actions on behalf of the county including injunctions as well as recover compensatory and exemplary damages and costs of lawsuits. Attend all meetings of the Board of County Commissioners (BCC) including providing advice when required to members of the BCC. Provide legal opinion to all county departments relating to duties of their respective offices without charge. Attend all meetings of the Board of Equalization. Represent veterans to settle the claim of employment entitlement under federal law. Provide information and assistance to missing or exploited children's advocate when requested. Attend and represent the state in all involuntary court-ordered mental health admissions. Provide legal counsel and attend all meetings to the District Board of Health.	NRS 252.110; NRS 252.170; NRS 252.160; NRS 41.0339; NRS 179.1156 - 179.121; NRS 453.301 - 453.311; NRS 361.340; NRS 418.030; NRS Chapter 432; NRS 432b; NRS 433A.270; NRS 532.160 - 533.305; NRS 548.325; NRS 283.040; NRS 283.300 - 283.420;		
9	Judicial	District Attorney	1063*	Family Support	The District Attorney is granted authority to appear in any proceeding to enforce the order of a court for the assignment of wages or commissions for the payment of child support, as well as determine paternity. Works with the Criminal Division, Federal and State authorities to locate and prosecute non-custodial parents with substantial arrearages.	NRS 31A.300 & 125B.095; NRS 125B.150; NRS 126.071; NRS 201.025; NRS 425.380; NRS 423.210. In addition to Federal Statutes, mandates and programs.		

RP-District Court 120-0

	A	B	C	D	E	F	G	H
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2	<b>Function</b>	<b>Department</b>	<b>Fund Center</b>	<b>Program Title</b>	<b>Description/Purpose Statement</b>	<b>List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)</b>	<b>FY 08-09 Adopted Budget</b>	<b>Authorized FTEs assigned</b>
3	Judicial	District Court	120-0		The mission of the Second Judicial District Court is to preserve public confidence in the rule of law through the timely, fair and efficient administration of justice pursuant to law.		16,543,737	169.31

RP-District Court 120-0

	A	B	C	D	E	F	G	H
1	Function	Department	Fund Center	Program Title	Description/Purpose Statement	List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)	FY 08-09 Adopted Budget	Authorized FTEs assigned
2	Judicial	District Court	120101	Administration	<p>Court Administration is responsible under the direction of the chief judge, for personnel and fiscal affairs, public safety and security of facilities, court technology, both civil/criminal and family division support services, CASA, Family Mediation Center, Pro Per and Self Help Center, Court Interpreter Programs, Jury Management, Filing Office, Court Clerical supervision in the Family Court, Public Affairs, Grand Jury.</p> <p>Court Administration is also responsible for assessing and improving court case management through automation and other initiatives that improve the administration of justice, as well as promoting collaboration with other related agencies. Court Administration reports information and statistics to the legislature, local, state and federal governments, citizen and professional groups. The District Court Administrator and Clerk of Court is a dual shared function by one person who represents the court on committees, councils, state and national boards as appropriate.</p> <p>Provides direct administrative support to the District Court in the areas of:</p> <ol style="list-style-type: none"> <li>1. Human resources management.</li> <li>2. Fiscal administration.</li> <li>3. Caseload management.</li> <li>4. Technology management.</li> <li>5. Information management.</li> <li>6. Jury management.</li> <li>7. Space management.</li> <li>8. Intergovernmental liaison.</li> <li>9. Community relations and public information.</li> <li>10. Research and advisory services.</li> </ol>	<p>W.D.C.R. 2 Nev S.C.R. 9 W.D.C.R. 20 NRS 246.062 NRS 630.307 NRS 176.064</p> <p>Clerk of Court NRS 19.020 NRS 178.502 Nev. Const. Art 15. Sec.8 Nev. R.C.P. 65.1 NRS 19.0335 NRS 6.110</p>		
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RP-District Court 120-0

	A	B	C	D	E	F	G	H
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2	Function	Department	Fund Center	Program Title	Description/Purpose Statement	List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)	FY 08-09 Adopted Budget	Authorized FTEs assigned
5	Judicial	District Court	120111	Arbitration	<p>Provides court master support to the District Court in the form of arbitration management and coordination. Will provide consistent with the Nevada Supreme Court the administration of the short trial program. Will provide for the establishment of the Court Annexed Mediation Program, which will be mandatory for the Judicial District.</p> <p>Serves as the liaison for the Arbitration/Discovery program with the District Court departments, divisions and outside agencies and assists the courts with the negotiation and resolution of significant and controversial issues.</p> <p>Conducts a variety of proceedings including discovery disputes and related motions regarding scope of request, interrogation, and other matters and then prepares and presents recommendations to the appropriate judge.</p> <p>Conducts a variety of proceedings including discovery dispute settlement conferences, trial briefs and supplementary proceedings and conducts debtor examinations.</p> <p>Prepares scheduling orders, establishes rules and procedures for trials.</p> <p>Conducts mediation during the discovery process and meets v</p> <p>Reviews documents, materials, and other information pertaini</p>	NRS 38.250-259 Nevada Arbitration Rules (adopted 1992)		

RP-District Court 120-0

	A	B	C	D	E	F	G	H
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2	Function	Department	Fund Center	Program Title	Description/Purpose Statement	List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)	FY 08-09 Adopted Budget	Authorized FTEs assigned
6	Judicial	District Court	120121	Information Services	Provides the direct court automation support for the entire District Court, oversees and insures the daily operation, security, and proper functioning of the computer network system, implements systems upgrades, network security, installs new hardware and software, provides lead consult to the Court Technology Advisory Committee, replaces, repairs and upgrades hardware and monitors the overall efficiency of the court automated system. Provides technical support for end users, develops support programs that aid individual users in case management processes. Trouble shoots and diagnoses a variety of system function errors. Works with the primary support vendor for program updates. Provides training for technical and using staff. Creates and monitors data input for statistical development within the Court. Monitors all wiring upgrades in the facilities. Attends and participates in professionion group meetings and advises the Bench when required. Contributes to the updates of the District Court Computer Systems Procedures Manual to reflect new wystems and new procedures regarding servers a	Retains same reference authority as in the Clerk of Court or District Court Administrator as this function is in direct support of the case management system and Court automated systems		
7	Judicial	District Court	120131	Probate	To provide direct support to the Probate Court by managing all probate and trust cases and recommending the disposition of all probate and trust cases that come before it.	Nevada Const. Art. 6, Section 6 Nevada Const. Art. 17, Section 23 Nevada Const. Titles 12 and 13 WDCR 57		

RP-District Court 120-0

	A	B	C	D	E	F	G	H
1	Function	Department	Fund Center	Program Title	Description/Purpose Statement	List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)	FY 08-09 Adopted Budget	Authorized FTEs assigned
2	Judicial	District Court	120201	General Jurisdiction Admin	Provides direct administrative support to 8 civil/criminal general jurisdiction judges and their immediate staffs. Supervises the jury manager and court interpreters and manages those administrative functions for the court. Has a major function of supervising the overall filing office process from intake to micrographics. Maintains the primary financial intake for the courts through receipting and cash handling. Provides additional advisory and support services to the District Court Administrator in the management of the various functions associated with that office and the Office of Clerk of Court. Responsible for the primary security supervision on the general jurisdiction side of the court campus.	W.D.C.R. 2 Nev S.C.R. 9 W.D.C.R. 20 NRS 246.062 NRS 630.307 NRS 176.064 NRS 1.500 court interpreter  Clerk of Court NRS 19.020 NRS 178.502 Nev. Const. Art 15. Sec.8 Nev. R.C.P. 65.1 NRS 19.0335		
8	Judicial	District Court	120211	Jury Commissioner	Summons citizens for the purpose of serving on jury.  Meets the demands for jury call and coordination within the District Court, for the Short Trial Program, Grand Jury and as required for the justice courts.  Primarily responsible for summoning, orientation, attendance, tracking and fee payment for all Washoe County jurors. This staff must meet the need of 8 General Jurisdiction Departments in supplying the number of jurors for each panel, jury trial and hearing held by various courts.  Uses automated telephone system and jury management system for increased efficiency in the management of juries.	NRS 6.09		
9								

RP-District Court 120-0

	A	B	C	D	E	F	G	H
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2	<b>Function</b>	<b>Department</b>	<b>Fund Center</b>	<b>Program Title</b>	<b>Description/Purpose Statement</b>	<b>List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)</b>	<b>FY 08-09 Adopted Budget</b>	<b>Authorized FTEs assigned</b>
10	Judicial	District Court	120212	Grand Jury	Summons citizens for the purpose of selection and serving on the grand jury.	U.S. Constitution Nevada Constitution, Art. 4. Sec. 20 NRS 172.105-172.269 NRS 6.110-6.145		
11	Judicial	District Court	120231	Filing Office	Provides the primary administrative and financial support services for the General Jurisdiction and Family Court Divisions of the Second Judicial District Court. Is the initial or intake area for the filing of court files, takes in cash as filing fees consistent with the appropriate statutes, prepares case files for court hearings, provides copies to customers at cost, files on shelving the myriad number of case files that are active and pending but awaiting another court action, archives cases deemed ready for disposition, transports case files to requesting judicial departments, researches received files to insure the initial filing requirements are met.  Supervises the micrographics and financial clerical staff of the Court as well as the filing clerks. Prepares, handles and readies appeals from District Court to the Supreme Court.  Provides the primary functions indicated for the Clerk of Court in the receiving and maintenance of all court files and records.	WDCR 12 NRS 155.030 NRS 17.360 WDCR 57.6 NRS 19.013 NRS 19.0313 NRS 4.071 NRS 3.370		

RP-District Court 120-0

	A	B	C	D	E	F	G	H
1	Function	Department	Fund Center	Program Title	Description/Purpose Statement	List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)	FY 08-09 Adopted Budget	Authorized FTEs assigned
2	Judicial	District Court	120301	Family Court Admin	<p>To provide direct administrative support services to the judges and family court masters of the Family Court in the areas of caseload management, order development, clerical support, legal research, in-court operations support, case data entry and other duties as assigned.</p> <p>This function is a critical support facet for the Family Court Division of the Second Judicial District. Without it, the Family Court could not operate.</p>	W.D.C.R. 2 W.D.C.R. 1 Nev.W.D.C.R. 44 Nev.W.D.C.R. 29 NRS 3.0105 NRS 3.225 NRS 3.008 NRS 3.006 NRS 3.012 NRS 62.1225 NRS 128.108 NRS 62.1264		
12	Judicial	District Court	10103	IV-D Funding	<p>Provides a court master and two staff to function as required under Title IV, Part D, Section 651 of the Social Security Act which, in turn, requires the enforcement of support obligations owed by non-custodial parents to their children, locating non-custodial parents, establishing paternity, obtaining child support, and adjusting support orders.</p>	Title IV, Part D, Section 654 of the Social Security Act NRS 3.405 NRS Chapter 126 NRS Chapter 425 NRS 3.405(1)		
13								

RP-District Court 120-0

	A	B	C	D	E	F	G	H
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2	<b>Function</b>	<b>Department</b>	<b>Fund Center</b>	<b>Program Title</b>	<b>Description/Purpose Statement</b>	<b>List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)</b>	<b>FY 08-09 Adopted Budget</b>	<b>Authorized FTEs assigned</b>
14	Judicial	District Court	120311	Masters	Judicial officers appointed by the District Court for the purpose of hearing all matters assigned to them within the Family Court and adjudicating cases under the direction of the Court. The Court Masters handle all matters regarding divorce, ex parte hearings, divorce docket, domestic violence docket, contested TPOs, child support, juvenile detention hearings, special sets, family drug court, dependency calendar, minor guardianships and other assigned matters.	NRS 62.261 NRS 432B.513 NRS 425.3836 NRS 3.405 NRS Chapter 126 NRS Chapter 425 NRS 3.405(1) NRS 62.090 NRS 159.0615		

RP-District Court 120-0

	A	B	C	D	E	F	G	H
1	Function	Department	Fund Center	Program Title	Description/Purpose Statement	List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)	FY 08-09 Adopted Budget	Authorized FTEs assigned
2	Judicial	District Court	120321	CASA (Court Appointed Special Advocate)	<p>Provides child advocacy services to children in need of protection of the court because of abuse, neglect or abandonment. CASA uses community volunteers who are recruited and trained to step into the courtrooms on behalf of these children. By providing the most complete, up-to-date information on a case, the CASA assists the court with making decisions in the best interest of the child.</p> <p>As a child advocate, the CASA volunteer has three primary responsibilities: 1) to serve as a fact finder for the judge by researching the background of each assigned case 2) to speak for the child in the courtroom, representing the child's best interests 3) to act as a monitor for the child during the life of the case. While CASA's are also appointed in other Family law matters at the request of the judge.</p> <p>CASA also assists the court and Child Protective Services with visitation. Visitation is one of the primary ways to preserve and strengthen the relationship between children in out-of-home care and their parents. CASA is the only agency providing no cost visitation exchange services and supervised</p>	<p>P.L. 96-272 NRS 432B.500 P.L. 93-247</p>		
15	Judicial	District Court	120331	Mediation	<p>Provides mediation on the issues of custody and visitation and any other nonfinancial issues deemed appropriate by the court.</p>	<p>NRS 3.500 WDCR 53 NRS 3.500 2(a)</p>		
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RP-District Court 120-0

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2	Function	Department	Fund Center	Program Title	Description/Purpose Statement	List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)	FY 08-09 Adopted Budget	Authorized FTEs assigned
17	Judicial	District Court	120351	Family Peace Center	Provides mediation of the issues of custody and visitation to the parents - generally unmarried couples --whose case qualifies for services under terms of the grant (I.e., the parties must have a IV-D action for child support enforcement). Custody/visitation cases are submitted for approval to the Nevada Office of Child Support Enforcement: If the case qualifies as IV-D services are provided under the contract and costs paid by the "access and visitation" grant. Cases that are not IV-D are assigned to full time staff and mediation as required.	NRS 3.500		
18	Judicial	District Court	120341	Pro Per Program	To provide assistance to pro per litigants in Family Court by: (1) One on one assistance in person, on telephone, by e-mail on the Website and through correspondence. (2) Creating forms and packets for pro per use in Family Court and keeping the packets and forms updated and current. (3) Sale of the packets to pro per litigants. (4) Referral to outside sources for help.  To copy and assemble the forms and packets.  To provide bilingual assistance to the Family Court Mediation Program as well as other areas of Family Court when possible and whn our bilingual person is available.			
19	Judicial	District Court	120411	PreTrial Screening	Release as many criminal defendants as possible operating from a basic presumption for pretrial release according to constitutional principles and judicial eligibility requirements.	NRS 178.4853		

RP-District Court 120-0

	A	B	C	D	E	F	G	H
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2	<b>Function</b>	<b>Department</b>	<b>Fund Center</b>	<b>Program Title</b>	<b>Description/Purpose Statement</b>	<b>List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)</b>	<b>FY 08-09 Adopted Budget</b>	<b>Authorized FTEs assigned</b>
20	Judicial	District Court	120421	PreTrial Supervision	Supervise all criminal defendants released pretrial to ensure community safety and reduce risk of flight prior to adjudication of criminal proceedings.	NRS 178.484 - NRS 178.4851		
21	Judicial	District Court	120511	Adult Drug Court	<p>To provide a positive alternative to incarceration that will result in the rehabilitation of the individual and break the cycle of drug use and recidivism associated with drug offenses.</p> <p>The program also seeks to reduce the burden to the County's criminal justice system by providing an alternative to prison, detention and jail. The substance abuse population is difficult to motivate and to keep engaged in treatment, therefore, intensive judicial supervision is used to ensure participation in the program. Motivation and sanctions are built into the drug court program in an effort to help the offender achieve total abstinence from illicit and illegal drugs. The program allows for the provision of support, encouragement, and occasionally, consequences for any relapses that occur. Through education and treatment, the offender can begin to recognize and understand situations and emotions that may lead to relapse. The drug court program also fosters responsibility to family and community by encouraging active participation of family members in treatment and assisting the</p>	<p>NRS 62.2275                      NRS 209.488                      NRS 425.382                      NRS 453.580                      NRS 458.300                      NRS 432B.560</p>		
22	Judicial	District Court	120513	Diversion Court	To provide a court supported program for the rehabilitation of criminals charged with a non-substance abuse related crime, but whose underlying problem is alcohol or other substance abuse.	NRS 453.3363 NRS 458 et seq.		

RP-District Court 120-0

	A	B	C	D	E	F	G	H
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2	<b>Function</b>	<b>Department</b>	<b>Fund Center</b>	<b>Program Title</b>	<b>Description/Purpose Statement</b>	<b>List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)</b>	<b>FY 08-09 Adopted Budget</b>	<b>Authorized FTEs assigned</b>
23	Judicial	District Court	120521	Family Drug Court	Family Drug court seeks through collaborative means to ensure the child has a safe and nurturing environment by focusing on sober parenting and permanency placement planning through family reunification.	NA		
24	Judicial	District Court	120522	Juvenile Drug Court	Engages youth referred from juvenile services who are on probation due to a substance abuse activity and who are currently under court-supervised treatment.	NA		
25	Judicial	District Court	120531	Mental Health Court	Engages felony and misdemeanor defendants with severe mental illness in treatment with the goal of reducing further criminal activity on the part of the individual. Provides a substantive means of alternatives to incarceration for several mentally deficient clients who would normally be "warehoused" in a correctional facility. Primarily works in an intensive way to insure the client remains on medication and stays out of criminal activity.	NRS Chapter 176 et seq		

RP-Finance 103-0

	A	B	C	D	E	F	G	H
1								
2	<b>Function</b>	<b>Department</b>	<b>Fund Center</b>	<b>Program Title</b>	<b>Description/Purpose Statement</b>	<b>List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)</b>	<b>FY 08-09 Adopted Budget</b>	<b>Authorized FTEs assigned</b>
3	General Government	Finance	103-0		The Finance Department recommends and implements financial and fiscal policies, prepares and recommends the annual budget, monitors the County's revenues and expenditures and recommends or takes action as necessary to assure a positive fiscal outcome, maximizes the revenue collected by individual County agencies, oversees the financial operations of County departments, maintains accurate financial and accounting records of all County transactions, prepares financial reports, limits exposure to loss from damage to or destruction of assets and errors or omissions. Risk Management is reported as an Internal Service Funds.		3,388,330	36.63
4	General Government	Finance - Budget	103500	Prepare Annual Budget	Promote the efficient, effective, and statutorily permitted use of public resources	NRS 354.596, NRS 354.598, NRS 354.600, County Code 15.330		
5		Finance-Budget		Monitor and Adjust Annual Budget	Promote the efficient, effective, and statutorily permitted use of public resources	NRS 354.598005, NRS 354.616, NRS 354.620, NRS 354.626, County Code 15.140, County Code 15.150, County Code 15.160, County Code 5.353, County Code 3.356		

RP-Finance 103-0

	A	B	C	D	E	F	G	H
1	Function	Department	Fund Center	Program Title	Description/Purpose Statement	List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)	FY 08-09 Adopted Budget	Authorized FTEs assigned
2	General Government	Finance	103310	Comptroller Administration	The Comptroller's Office was established by statute to provide financial information, ensure the County's financial integrity, pay all claims and account for and report on all receipts, disbursements and nonmonetary financial transactions of the County. Administration provides direction, authorization and support in the achievement of those goals. Participates in financial due diligence; as a member of county management; maintenance and determination of internal controls and data integrity; financial reporting to BCC and other internal and external users; external financial audits; and determines/documents financial reporting and recording policy and procedural decisions/directions.	NRS 251; 354.210; 354.320; 354.602; 354.624; WCC 15; NRS 354.256; 354.290; 354.624, NRS 281; 239; 244.2XX; 244.Various; 350.Various; See attached listing.		
6	General Government	Finance	103320	Comptroller Payroll	Responsible for the authorized payment of claims from county employees and compliance with related federal and state reporting requirements.	NRS 251; 354.210; 354.320; 354.602; 354.624; WCC 15; NRS 354.256; 354.290; 354.624, NRS 281; 239; 244.2XX; 244.Various; 350.Various; See attached listing.		
7	General Government	Finance	103330	Comptroller Accounts Payable	Responsible for the authorized payment of legal claims from vendors and related required federal reporting (1099's).	NRS 251; 354.210; 354.320; 354.602; 354.624; WCC 15; NRS 354.256; 354.290; 354.624, NRS 281; 239; 244.2XX; 244.Various; 350.Various; See attached listing.		
8	General Government	Finance	103340	Comptroller Accounting	Maintains and reports on the County's financial information in accordance with statutory and regulatory reporting requirements. (CAFR, interim and on-line financial reports and information)	NRS 251; 354.210; 354.320; 354.602; 354.624; WCC 15; NRS 354.256; 354.290; 354.624, NRS 281; 239; 244.2XX; 244.Various; 350.Various; See attached listing.		
9	General Government	Finance	103340	Comptroller Accounting	Maintains and reports on the County's financial information in accordance with statutory and regulatory reporting requirements. (CAFR, interim and on-line financial reports and information)	NRS 251; 354.210; 354.320; 354.602; 354.624; WCC 15; NRS 354.256; 354.290; 354.624, NRS 281; 239; 244.2XX; 244.Various; 350.Various; See attached listing.		

RP-Finance 103-0

	A	B	C	D	E	F	G	H
1								
2	<b>Function</b>	<b>Department</b>	<b>Fund Center</b>	<b>Program Title</b>	<b>Description/Purpose Statement</b>	<b>List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)</b>	<b>FY 08-09 Adopted Budget</b>	<b>Authorized FTEs assigned</b>
10	General Government	Finance	103700	Collections	The Collections Division provides billing and collection services to County departments or agencies either; 1) as the first point of contact on payments due or 2) by assuming responsibility for collection when the debt becomes past due.	WCC 15.180, 15.191, 15.460, 15.465, 15.475		

RP-Fire Suppression 187-0

	A	B	C	D	E	F	G	H
1								
2	<b>Function</b>	<b>Department</b>	<b>Fund Center</b>	<b>Program Title</b>	<b>Description/Purpose Statement</b>	<b>List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)</b>	<b>FY 08-09 Adopted Budget</b>	<b>Authorized FTEs assigned</b>
3	Public Safety		187-0	Fire Suppression	The Fire Suppression program provides fire protection services in the north Washoe County area between the Truckee Meadows Fire Protection District and the Oregon border through the Gerlach, Sutcliff, and Red Rock Volunteer Fire Departments (VFD). The day-to-day operations of the Fire Suppression program are managed by the Truckee Meadows Fire Protection District pursuant to an agreement with Washoe County. The operations, facilities, and equipment of the three volunteer fire stations are financially supported by Washoe County.		246,884	

RP-Human Resources 109-0

	A	B	C	D	E	F	G	H
1								
2	<b>Function</b>	<b>Department</b>	<b>Fund Center</b>	<b>Program Title</b>	<b>Description/Purpose Statement</b>	<b>List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)</b>	<b>FY 08-09 Adopted Budget</b>	<b>Authorized FTEs assigned</b>
3	General Government	Human Resources	109-0	Human Resources	The Human Resources Department partners with County departments to hire and retain a skilled, competent and diverse workforce that is representative of the community. Washoe County is a merit system pursuant to NRS and all business processes are in support of equal employment opportunity and merit principles. In addition to recruitment and selection, Human Resources administers the classification and compensation plan, coordinates and manages employee and workforce development programs, and administers all benefits programs including the County's self-insured health plan and other contractual health insurance plans. Health Benefits is reported as an Internal Service Fund.		2,976,321	22.5

Incline Constable 126-0

	A	B	C	D	E	F	G	H
1								
2	<b>Function</b>	<b>Department</b>	<b>Fund Center</b>	<b>Program Title</b>	<b>Description/Purpose Statement</b>	<b>List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)</b>	<b>FY 08-09 Adopted Budget</b>	<b>Authorized FTEs assigned</b>
3	Judicial	Incline Constable	126-0	Incline Constable	The Constable is a peace officer elected to office by Incline Village electors. His Office serves civil processes such as summons and complaints, small claims, notices of eviction, notices of hearings, writs of restitution and subpoenas. The Constable also coordinates Incline Justice Court security, house arrests, jail transport programs, and training. The Constable's Office assists the Washoe County Sheriff's Office with additional manpower at accident scenes and large events, and assists Child Protective Services, School Police, Public Administrators Office, and any other county agency that may need its assistance. The Constable's Office provides almost all court ordered civil standbys on domestic violence orders.	NRS 258.070	232,303	2

RP-Justice Court Incline 125-1

	A	B	C	D	E	F	G	H
1								
2	<b>Function</b>	<b>Department</b>	<b>Fund Center</b>	<b>Program Title</b>	<b>Description/Purpose Statement</b>	<b>List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)</b>	<b>FY 08-09 Adopted Budget</b>	<b>Authorized FTEs assigned</b>
3	Judicial	Incline Justice Court	125-1	Incline Justice Court	Adjudicate criminal and civil matters in the Incline Township. Activities include 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.		500,636	5.3
4				Criminal	to process criminal cases including traffic, misdemeanors, and felonies	NRS 4, 169-207, 482-488, WCC 50,53,55,70,125		
5				Civil	to process civil cases including formal civil small claims, evictions, towing complaints, and misc.	NRS 4, 21-23, 64-74, 40-41, 118		
6				Misc Admin, Records checks, keeping and certifying stats, conservator of the peace, registrar of voters, marriages, notary services	to provide miscellaneous services	NRS 4, 293		
7				District Court Master services (TPOs) and Juvenile, DMV permits, VIN verifications	to provide necessary but non mandated services	NRS 33, 60, 482		

RP-Justice Court Reno 125-3

	A	B	C	D	E	F	G	H
1								
2	Function	Department	Fund Center	Program Title	Description/Purpose Statement	List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)	FY 08-09 Adopted Budget	Authorized FTEs assigned
4					Reno Justice Court (RJC) conducts misdemeanor, gross misdemeanor and felony arraignments, felony and gross misdemeanor preliminary hearings, misdemeanor trials, and hears and decides small claims, civil, and landlord/tenant disputes, traffic and other misdemeanor offenses. In addition, the Court determines probable cause for purposes of detention; sets bail; administers oaths, issues writs, summons, and warrants; and performs all clerical work in connection with the maintenance of its records.		4,930,747	50.9
5	Judicial	Reno Justice Court	125-3		Reno Justice Court - To dispense justice in accordance with state statutes and county ordinances within the mandated time frame. Specific tasks include: Interpreters including all foreign languages and interpreters for the deaf; court reporters; process	NRS 1.110, NRS 3.3, NRS 4, NRS 40, NRS 50, NRS 69, NRS 73, NRS 169-189, NJCRCP 4, NJCRCP 43, NJCRCP 91		

Justice Court Sparks 125-4

	A	B	C	D	E	F	G	H
1								
2	<b>Function</b>	<b>Department</b>	<b>Fund Center</b>	<b>Program Title</b>	<b>Description/Purpose Statement</b>	<b>List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)</b>	<b>FY 08-09 Adopted Budget</b>	<b>Authorized FTEs assigned</b>
3	Judicial	Sparks Justice Court	125-4		Sparks Justice Court is statutorily limited in jurisdiction, with authority to conduct felony preliminary hearings and to hear and decide small claims, civil and landlord/tenant disputes, and traffic and misdemeanor offenses. In addition, the Court determines probable cause for purposes of detention; sets bail, administers oaths, issues writs, summons and warrants; and performs all clerical work in connection with the maintenance of Court records.	NRS 1.110, NRS 3.3, NRS 4, NRS 40, NRS 50, NRS 69, NRS 73, NRS 169-189, NJCRCP 4, NJCRCP 43, NJCRCP 88-94, NJCRCP 101-105, NJCRCP 107	2,340,869	23.41
4						Janine Baker response 10/14/08		

JusticeCourt Wadsworth 125-7

	A	B	C	D	E	F	G	H
1								
2	<b>Function</b>	<b>Department</b>	<b>Fund Center</b>	<b>Program Title</b>	<b>Description/Purpose Statement</b>	<b>List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)</b>	<b>FY 08-09 Adopted Budget</b>	<b>Authorized FTEs assigned</b>
3	Judicial	Wadsworth Justice Court	125-7		The Justice Court for the Gerlach and Wadsworth Townships is statutorily limited in jurisdiction, with authority to conduct felony preliminary hearings and to hear and decide small claims, civil and landlord/tenant disputes, and traffic and misdemeanor offenses. In addition, the Court determines probable cause for purposes of detention; sets bail, administers oaths, issues writs, summons and warrants; and performs all clerical work in connection with the maintenance of Court records.	NRS 1.110, NRS 3.3, NRS 4, NRS 40, NRS 50, NRS 69, NRS 73, NRS 169-189, NJCRCP 4, NJCRCP 43, NJCRCP 91	240,929	2.75

Juvenile Services 127-0

	A	B	C	D	E	F	G	H
1	Function	Department	Fund Center	Program Title	Description/Purpose Statement	List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)	FY 08-09 Adopted Budget	Authorized FTEs assigned
2	Public Safety	Juvenile Services	127-0		The Juvenile Services Department provides probation, work, and detention programs to Court wards and at-risk-youth under 18 years of age in Washoe County, as well as therapeutic services to their families so that they can assist in the youth's recovery. These intervention, guidance, and control programs are efforts to guide youths under the care of the Department toward becoming law-abiding, independent, and productive citizens.		14,917,700	147.66
3	Public Safety	Juvenile Services	127100	Admin & Court Services	To address delinquent behaviors and family problems by providing a continuum of both services and sanctions to youth and their families in order to help create and maintain a safer community.	NRS Chapter 62. NRS 62B.300, 62B.310, 62B.320, 62B.330, 62B.340, 62B.350, 62B.370, 62B.380, 62B.390, 62B.400, 62B.410		
4	Public Safety	Juvenile Services	127500	Residential Services	Per NRS 62.180 is to provide for temporary care, custody and control of delinquent youth in a safe and secure environment pending further investigation by the Probation Department for disposition by the Juvenile Court.	NRS Chapter 62. NRS 62B.200, 62B.210, 62B.250		
5	Public Safety	Juvenile Services	127610	Work Programs	In compliance with NRS 62.031 #2, 62.129 #3, 62.211, 62.221 #5, 62.2185 and 62.2195, to operate cost effective programs that institute offender accountability and competency development for the purpose of providing an alternative to probation, incarceration and formal court proceedings while delivering service to the community. This cost center includes community service, work program, basic skills program, job assistance program, changing directions program and victim awareness program.	NRS 62A.060, NRS 62E.180, NRS 62E.190, NRS 62E.200, NRS 62E.210, AND NRS 62E.220		
6	Public Safety	Juvenile Services	127700	McGee Center	To provide status offenders a safe "time out" in a non-secure, non-punitive environment.	NRS Chapter 62 C.030, 62 C.050, 62 E.420, 62 C.020		
7								

Juvenile Services 127-0

	A	B	C	D	E	F	G	H
1								
2	<b>Function</b>	<b>Department</b>	<b>Fund Center</b>	<b>Program Title</b>	<b>Description/Purpose Statement</b>	<b>List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)</b>	<b>FY 08-09 Adopted Budget</b>	<b>Authorized FTEs assigned</b>
8	Public Safety	Juvenile Services	127900	Community Outreach	To provide early identification of at-risk youth and families in Washoe County, provide them with intervention services and direct them to appropriate resources.	NRS Chapter 62 E.220		
9	Public Safety	Juvenile Services	127101	Traffic Court	Traffic Court handles all minor traffic violations except DUI cases.	NRS Chapter 62B.020, 62E. 700		

Law Library 123-0

	A	B	C	D	E	F	G	H
1								
2	<b>Function</b>	<b>Department</b>	<b>Fund Center</b>	<b>Program Title</b>	<b>Description/Purpose Statement</b>	<b>List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)</b>	<b>FY 08-09 Adopted Budget</b>	<b>Authorized FTEs assigned</b>
3	Judicial	Law Library	123-0		The Washoe County Law Library (WCLL) is the only source of legal information for Washoe County and also provides information to other libraries in Nevada through inter-library loans. The WCLL collection includes a full range of books and technologically enhanced services that provide timely, accurate and efficient access to the law, including local, state and federal government resources. The WCLL is a partial selective depository for U.S. Government documents. The resources selected for the WCLL are based on user demand, SCCLL Public Law Library standards, state statute, and budget. Assistance to users is provided by experienced and well-trained professional staff that acquires and organizes legal materials for retrieval, and who can instruct patrons on the use of specialized legal materials based on patrons' expressed needs. WCLL staff also maintains the LEAN searchable website		919,892	7.72

Law Library 123-0

	A	B	C	D	E	F	G	H
1								
2	<b>Function</b>	<b>Department</b>	<b>Fund Center</b>	<b>Program Title</b>	<b>Description/Purpose Statement</b>	<b>List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)</b>	<b>FY 08-09 Adopted Budget</b>	<b>Authorized FTEs assigned</b>
4	Judicial	Law Library	123100	Administration	<p>Washoe County Law Library (WCLL) provides legal information to the courts, county and public through a variety of avenues: books, computers, fiche and most importantly specially trained staff. Without the help of the staff, users often find legal research very difficult. 75% of our users seek the assistance of a law librarian. WCLL also provides programs that link lawyers, courts and services to the public like "Lawyer in the Library," seminars and workshops. The law library is an important component of the court system and plays a cost-efficient role in delivery of county services. Judges and county staff can find legal materials that are not available to them via desktop computer research. For example, the law library staff recently provided Judge Berry with legal periodicals and treatises on new techniques for settlements and negotiations that helped her settle a case. The law library also delivers county services to the public during convenient operating hours, such as the provision of forms and government information that other court and county departments do not have the time and staff to deliver. (contin</p>	<p>NRS 380.010, NRS 380.020, NRS 380.030, NRS 380.040, NRS 380.050, NRS 380.060, NRS 380.065, NRS 380.080, NRS 380.090, NRS 380.100, NRS 380.110, NRS 380.120, NRS 380.130, NRS 380.140, NRS 380.150, NRS 380.153, NRS 380.155, NRS 380.160, NRS 380.170, NRS 380.180; and NAC 380.010, NAC 380.020; (continued below)</p>		

Law Library 123-0

	A	B	C	D	E	F	G	H
1								
2	Function	Department	Fund Center	Program Title	Description/Purpose Statement	List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)	FY 08-09 Adopted Budget	Authorized FTEs assigned
5				(same as above)	Our public patrons are frequently referred from other agencies to look at forms and laws. A recent survey shows referrals from: Washoe County Library, Family Court Self Help Center, Court Clerk's Office and Washoe Legal Services. 68% of questions asked are from non-attorneys. Washoe Legal Services and other legal aid programs refer patrons to our library because these patrons have legal problems that do not fit into categories for which legal aid programs have received assistance funding. The Nevada Bar Association conducted a Nevada Legal Needs Study and found that "...extensive legal needs exist which are endemic across both low- and moderate-income categories..." (Nevada Legal Needs Study: Report on the Civil Legal Needs of Low- and Moderate-Income Nevadans, Prepared for the Study Committee on Availability of Legal Services in Nevada, State Bar of Nevada, and prepared by Downey Research Associates, Las Vegas, NV, 1994, p. 3) Most of our clients are the "working poor." (continued below)	(continued) and Title 44 USC, Title II of P.L. 94-462, LSTA ACT of 1996; and state and federal Cases: Bounds v. Smith, Miller v. Evans, O'Conner v. Mowbray, Young v. Board of County Commissioners of Pershing County. American Ass'n of Law Libraries, State, Court & County Special Interest Section, County Public Law Library Standards, 95 L. Library J. 117, 125 127 (2003)		

Law Library 123-0

	A	B	C	D	E	F	G	H
1								
2	Function	Department	Fund Center	Program Title	Description/Purpose Statement	List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)	FY 08-09 Adopted Budget	Authorized FTEs assigned
6		Law Library Total		(same as above)	They cannot afford an attorney and also do not qualify for legal assistance programs. So they end up having to represent themselves and do their own legal research. The American Bar Association, Section of Litigation, Modest Means Task Force, noted that there has been a "pro se litigation phenomenon" where citizens are increasingly representing themselves without the assistance of a lawyer. (p. 6-7 <a href="http://www.abanet.org/litigation/taskforces/modest/report.pdf">http://www.abanet.org/litigation/taskforces/modest/report.pdf</a> last visited 1/22/04) The task force has suggested "un-bundling" legal services where clients perform some of their own legal research as a means to make attorneys fees more affordable. In a recent WCLL survey, it was shown that 18% of our users have been referred to the law library by an attorney. WCLL's services are publicly mandated; in the same recent survey, more than 95% of WCLL's users rated the importance of the law library's services "very important" or "extremely important."	(same as above)		
7						Sandy replied 10-15-08		

Library 130-0

	A	B	C	D	E	F	G	H
1								
2	<b>Function</b>	<b>Department</b>	<b>Fund Center</b>	<b>Program Title</b>	<b>Description/Purpose Statement</b>	<b>List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)</b>	<b>FY 08-09 Adopted Budget</b>	<b>Authorized FTEs assigned</b>
3	Culture and Recreation	Library	130-0		The Washoe County Library System serves all of Northern Nevada through its 13 physical locations—including Partnership Libraries at three Washoe County schools, the Senior Center Library, and Mobile Library I--and a web site. Library staff provides: programming for children, youth and adults; library materials in a variety of print, audio-visual and electronic formats; free Public Internet computers; community rooms and other meeting spaces; outreach to underserved areas; reference services--in-person, by telephone and via Internet; periodicals; and special collections.	NRS 379 (discretionary, not mandated)	11,283,650	158.7
4	Culture and Recreation	Library	130100	Administration	Support the implementation of the Library's five Service Response Priorities. 1. Provide lifelong learning opportunities that support self directed personal growth and development opportunities; 2. Provide patrons with current topic and titles; 3. Provide public space for meeting and programs of community interest; address the need of people to meet and interact with others in their community and to participate in public discourse about community issues. 4. Provide information that answers questions on a broad array of topics related to school, work and personal life. 5. Provide basic literacy services and assistance in teaching skills to find, evaluate and use information effectively.	1994 tax override WC-1 (evidence of public support of libraries - see separate Expansion Fund spreadsheet); 2000 bond issue to construct South Valleys and Spanish Springs Libraries; Washoe County Comprehensive Plan, Public Services and Facilities Element states that there be a library within 5 miles in urban areas and within 40 minutes in rural areas.		
5	Culture and Recreation	Library	130110	Technical Services	Acquire and catalog library materials that support the Library's Service Response Priorities. This includes collection (books and A/V materials) enhancement, Newspapers and magazines, data bases etc.			

Library 130-0

	A	B	C	D	E	F	G	H
1								
2	<b>Function</b>	<b>Department</b>	<b>Fund Center</b>	<b>Program Title</b>	<b>Description/Purpose Statement</b>	<b>List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)</b>	<b>FY 08-09 Adopted Budget</b>	<b>Authorized FTEs assigned</b>
6	Culture and Recreation	Library	130120	System Services	Maintain Unicorn, the library inventory management and online-catalog system. Support the expansion of labor-saving technology. Provide public computers for patron use. Support the Service Response priorities.			
7	Culture and Recreation	Library			Provide a Library Web site to expand access to library services. Since its inception in 1995, usage has grown steadily and significantly.			
8	Culture and Recreation	Library		Development, Marketing and Volunteer Services	Provide liaison to Friends of the Library (including the 2nd Century Endowment Fund), supplement budgetary funds through grants and donations, heighten community awareness of Library programs and Services, and support the expansion of volunteer services.			
9	Culture and Recreation	Library		Courier Service	Provide delivery services throughout the library system; support the Holds reservation system			
10	Culture and Recreation	Library	130130	Children\Youth Services and Family programming	Offer programs and outreach to children and families to encourage literacy and lifelong learning.			
11	Culture and Recreation	Library	130210	North Valleys Branch	During FY 08, provided library services for 113,486 visitors, including 157,950 checkouts			
12	Culture and Recreation	Library	130220	Sparks Branch	During FY 08, provided library services for 230,134 visitors, including 380,569 checkouts			
13	Culture and Recreation	Library	130230	Downtown Reno	During FY 08, provided library services for 240,427 visitors, including 274,778 checkouts			
14	Culture and Recreation	Library	130240	Incline Village Branch	New building opened in June 2005. During FY 08, provided library services for 85,723 visitors, including 87,408 checkouts	WC-1, 1994 for construction; op costs are General Fund.		
15	Culture and Recreation	Library	130250	Sierra View Branch	During FY 08, provided library services for 240,805 visitors, including 335,556 checkouts			
16	Culture and Recreation	Library	130260	Senior Center Branch	During FY 08, provided library services for 61,032 visitors, including 29,960 checkouts			

Library 130-0

	A	B	C	D	E	F	G	H
1								
2	<b>Function</b>	<b>Department</b>	<b>Fund Center</b>	<b>Program Title</b>	<b>Description/Purpose Statement</b>	<b>List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)</b>	<b>FY 08-09 Adopted Budget</b>	<b>Authorized FTEs assigned</b>
17	Culture and Recreation	Library	130270	Verdi Branch	During FY 08, provided library services for 15,030 visitors, including 16,692 checkouts, in addition to its function as the Verdi Elementary School Library.			
18	Culture and Recreation	Library	130300	Mendive Branch	During FY 08, provided library services for 55,877 visitors, including 44,082 checkouts, in addition to its function as the Mendive Middle School Library. <i>Closed in May 2008 due to declining use and budget cuts.</i>			
19	Culture and Recreation	Library	130310	Duncan/Traner Branch	During FY 08, provided library services for 56,028 visitors, including 18,457 checkouts, in addition to its function as the Duncan Elementary School Library	Community Development Grant		
20	Culture and Recreation	Library	130320	South Valley Branch	Opened in May 2003. During FY 08, provided library services for 163,951 visitors, including 252,189 checkouts.	2000 bond issue (construction); op costs in General Fund		
21	Culture and Recreation	Library	130330	Mobile Library Services	Provide access to library services, particularly for underserved groups, utilizing the Mobile Library and the Traveling Tales Van. During FY 08, Mobile Library I had 15,043 visitors and 25,627 checkouts.			
22	Culture and Recreation	Library	130340	Spanish Springs Branch	Opened in May 2005. During FY 08, provided library services for 180,828 visitors, including 293,183 checkouts.	2000 bond issue (construction); op costs in General Fund		
23	Culture and Recreation	Library		Northwest Reno Library	See separate Expansion Fund spreadsheet	WC-1, 1994		
24				Gerlach Community Library	Provide support to the Gerlach elementary and high school libraries. During FY 08, provided public library services to 1,381 visitors, including 1,267 checkouts.			
25	Culture and Recreation	Library		Community Resource Center	Previously called the Literacy Center, the CRC now helps clients with employment applications; GED exams; immigration issues; referrals for senior services, daycare, and medical care; and related services. During FY 08 the CRC assisted approximately 1,500 individuals.			

RP-Medical Examiner 153-0

	A	B	C	D	E	F	G	H
1								
2	<b>Function</b>	<b>Department</b>	<b>Fund Center</b>	<b>Program Title</b>	<b>Description/Purpose Statement</b>	<b>List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)</b>	<b>FY 08-09 Adopted Budget</b>	<b>Authorized FTEs assigned</b>
3	Public Safety	Coroner	153-0		The Medical Examiner investigates cases of sudden unexpected natural and suspicious death. State and county laws mandate that certain categories of sudden death be reported to and investigated by this office. All suspicious and many apparent natural death scenes in Washoe County are attended and evaluated by trained Medical Death Investigators employed by the Medical Examiner's Office. Most of these deaths are ultimately determined to be due to natural causes, but as many as 40% of reported cases are found to be due to accidents, homicidal trauma and suicides. Of the deaths reported to the office, approximately 30% will require autopsy examinations. Medical doctors specializing in forensic pathology conduct these autopsy examinations.		1,991,043	16.5

RP-Public Administrator 159-0

	A	B	C	D	E	F	G	H
1								
2	Function	Department	Fund Center	Program Title	Description/Purpose Statement	List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)	FY 08-09 Adopted Budget	Authorized FTEs assigned
3	Public Safety	Public Administrator	159-0		The Coroner requests the assistance of the Public Administrator when they have investigated a death and cannot immediately locate relatives of the decedent. Or, the District Court requests the assistance of the Public Administrator to help in the administration of some estates. The Public Administrator secures the property of decedents and assists in seeking out heirs or personal representatives who can assume responsibility for the disposition of decedents' estates. The Public Administrator will retain that responsibility when: there are no known heirs; the named personal representative of a will fails to act; no personal representative or administrator has been appointed and the estate is being wasted, uncared for, or lost; the will names the Public Administrator as personal representative; or an heir, or heirs, wishes to have the Public Administrator administer the estate for them.		987,446	11
4				Estate Administration	Per NRS 253.040, administer the estates of residents of Washoe County, where there is no one willing or able to act. This includes providing thorough investigation of referrals, professional recommendations to the Court, and appropriate, timely, follow-through and completion of cases while maintaining statutory compliance and sensitivity to the needs of the estate, heirs, and families.	NRS 253.040		

Public Defender 124-0

	A	B	C	D	E	F	G	H
1								
2	Function	Department	Fund Center	Program Title	Description/Purpose Statement	List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)	FY 08-09 Adopted Budget	Authorized FTEs assigned
3	Judicial	Public Defender	124100	Public Defense	The Office of the Public Defender represents clients in the District and Justice Courts of Washoe County in cases involving felonies, gross misdemeanors, misdemeanors, probation revocation, civil commitments, and parole hearings. Public Defenders also represent clients in Juvenile, Family, and Drug (Specialty) Courts and appeals to the Nevada Supreme Court. Clients are referred to the Public Defender by the courts upon their determination that the clients do not have the financial means to secure representation on their own.	Gideon v. Wainwright, which mandates under the U.S. Constitution and the Bill of Rights that those accused of a crime are have the right to legal representation. NRS 260.010, 260.030, 260.060	7,288,346	59

Public Guardian 157-0

	A	B	C	D	E	F	G	H
1								
2	<b>Function</b>	<b>Department</b>	<b>Fund Center</b>	<b>Program Title</b>	<b>Description/Purpose Statement</b>	<b>List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)</b>	<b>FY 08-09 Adopted Budget</b>	<b>Authorized FTEs assigned</b>
3	Public Safety	Public Guardian	157-0	Guardianship	The Public Guardian serves as a guardian for persons determined by the court to be incapable of managing their own affairs. Incapacitation can be established on the basis of dementia, mental illness, developmental disability or another illness or disability. Guardianship is utilized as a last resort intervention, after less restrictive community services have failed. The Public Guardian is appointed to manage the affairs of an individual when there are no relatives or friends willing or able to serve in this capacity. The Public Guardian's staff manages critical legal, financial, and social service care decisions for wards. The Public Guardian's staff receives extensive and ongoing education and training in order to carry out the various and complex duties required. This work is carried out pursuant to NRS Chapters 159 & 253, which mandate the service, duties and level of performance of a guardian and Public Guardian. The Public Guardian subscribes to the Code of Ethics and Standards of Practice of the National Guardianship Association in carrying out her duties.	253 remains the statutory mandate for the establishment and functions of the PG and PG Office. 159 provides statutory requirements for the duties for all guardians. NRS 253.150 Establishment of office by county commissioners; appointment, designation or contract; compensation. 1. The board of county commissioners of each county shall establish the office of public guardian.	1,781,181	20

Purchasing 110-0

	A	B	C	D	E	F	G	H
1								
2	<b>Function</b>	<b>Department</b>	<b>Fund Center</b>	<b>Program Title</b>	<b>Description/Purpose Statement</b>	<b>List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)</b>	<b>FY 08-09 Adopted Budget</b>	<b>Authorized FTEs assigned</b>
3	General Government	Purchasing	110-0		The Purchasing Department, in conformance with State Statutes, the Uniform Commercial Code (UCC), and the County Code, and utilizing best practices of the purchasing profession, procures goods and services for all County departments, agencies, and courts. By ensuring equal opportunity for all who wish to do business with Washoe County, the department safeguards the public's trust and secures the most competitive prices. The Department maintains and administers purchase contracts, maintains control of fixed assets inventory and the surplus property operation, and administers the County's Procurement Card Program. To protect the County, the Department makes sure that all vendors have proper insurance coverage. The Department promotes waste wise practices with green buying and emphasizing procurement of recycled products where possible.	NRS 332, 338, 354.625 County Code Chapters 15.120, 15.510 - 15.530	745,046	9

RP-Public Works 160-0

	A	B	C	D	E	F	G	H
1	Function	Department	Fund Center	Program Title	Description/Purpose Statement	List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)	FY 08-09 Adopted Budget	Authorized FTEs assigned
2	Public Works	Public Works	160-1	Public Works Administration	<i>Administration</i> provides oversight of, and support to, the Department's divisions and plans and coordinates completion of projects assigned to the Department by the Board of County Commissioners or the County Manager. The Division, which includes the Director, Deputy Director and administrative staff, works seamlessly with the five operating divisions in the conduct of its mission.		741,749	5
4	Public Works	Public Works	160-2	Capital Projects Administration	<i>Capital Projects</i> is responsible for planning, design and construction of specified projects in the Capital Improvement and Infrastructure Preservation Programs, maintaining the County's standard specifications for building construction and maintenance, and supporting other divisions and departments in their facilities planning needs. The Division works in partnership with the using agencies, support agencies, and community-at-large to anticipate needs and develop and improve buildings and infrastructure. The Division provides professional project management, architectural, and engineering services to its clients throughout the County including space planning, budgeting and scheduling, feasibility analysis, preparation and review of contract documents, coordination with consultants, supervision of bidding processes, contract administration, evaluation of requests for payments, and conduct of on-site review of projects to ensure the full value for expenditures.		718,002	8
5	Public Works	Public Works	163-1	Engineering & Infrastructure Preservation	Engineering is responsible for reviewing and inspecting developer-generated plans and specifications for construction quality and structure safety, managing the Pavement Maintenance Program, traffic safety systems, design of drainage systems, and the regional mapping and spatial data systems.	County code 110.416; 110.436; 110.420. Interlocal Agreement for Digital Base Map Standards for Final Maps	5,287,207	22
6								

RP-Public Works 160-0

	A	B	C	D	E	F	G	H
1								
2	<b>Function</b>	<b>Department</b>	<b>Fund Center</b>	<b>Program Title</b>	<b>Description/Purpose Statement</b>	<b>List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)</b>	<b>FY 08-09 Adopted Budget</b>	<b>Authorized FTEs assigned</b>
7	Public Works	Public Works	165-1	Roads Division	The Roads Division preserves and maintains 1,100 miles of paved and unpaved roads in the unincorporated areas of Washoe County, extending from the Oregon border to the California border at Lake Tahoe. The division maintains an extensive network of storm water drainage ditches and provides various other maintenance activities such as street sweeping, road grading, snow and ice control, weed abatement, sign installs and repair, striping roads, crack sealing and patching.		11,857,750	85

RP-PW Facilities Mgmt 162-0

	A	B	C	D	E	F	G	H
1								
2	<b>Function</b>	<b>Department</b>	<b>Fund Center</b>	<b>Program Title</b>	<b>Description/Purpose Statement</b>	<b>List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)</b>	<b>FY 08-09 Adopted Budget</b>	<b>Authorized FTEs assigned</b>
3	Public Works	Public Works	162-0	Facilities Mgmt	The Facilities Management Division provides maintenance (physical plant operations, carpentry and painting), infrastructure preservation, custodial and security services to County buildings and structures. In addition, Facility Management processes all utility bills and coordinates in-house energy conservation and recycling initiatives.		14,726,775	44

RP-PW General Services 161-0

	A	B	C	D	E	F	G	H
1								
2	<b>Function</b>	<b>Department</b>	<b>Fund Center</b>	<b>Program Title</b>	<b>Description/Purpose Statement</b>	<b>List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)</b>	<b>FY 08-09 Adopted Budget</b>	<b>Authorized FTEs assigned</b>
3	Public Works	Public Works	161-0	General Services			2,560,537	20.4

## Recorder 111-0

	A	B	C	D	E	F	G	H
1	Function	Department	Fund Center	Program Title	Description/Purpose Statement	List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)	FY 08-09 Adopted Budget	Authorized FTEs assigned
2	General Government	Recorder	111-0		The Recorder's Office is responsible for recording documents, providing access to those documents, and collecting the real property transfer tax. Recorded documents are of five types: official records pertaining to real property rights; documents whose recordation is required by Uniform Commercial Codes (UCC); marriages; property maps; and mining documents. All records are microfilmed for permanent retention. Public access is provided for viewing records and copies are made available upon request. The Recorder's Office collects recordation fees, the real property transfer tax, and a technology fee to fund improvements to the electronic storage and retrieval systems of the office. The Office is governed by Sections 104, 107, 108, 111, 115, 117, 240, 247, 278, 278A, 239, 239B, 375, 517, 625, 719, and 720 of the Nevada Revised Statutes.		2,693,841	27
3	General Government	Recorder	111100	Recorder Administration	Records documents and makes available for retrieval and for public inspection, collects fees and taxes, redacts personal information from recorded documents; as statutorily required.	NRS 239, NRS 239B, NRS 247		
4	General Government	Recorder	111200	Real Estate	Records documents and makes available for retrieval and for public inspection, collects fees and taxes, redacts personal information from recorded documents; as statutorily required.	NRS 104, NRS 108, NRS 111, NRS 115, NRS 239, NRS 239B, NRS 240, NRS 247, NRS 375,		
5	General Government	Recorder	111300	Marriages & Copy Center	Records documents and makes available for retrieval and for public inspection, collects fees and taxes, redacts personal information from recorded documents; as statutorily required.	NRS 122, NRS 239, NRS 239B		
6	General Government	Recorder	111400	Map	Records documents and makes available for retrieval and for public inspection, collects fees and taxes, redacts personal information from recorded documents; as statutorily required.	NRS 239, NRS 239B, NRS 240, NRS 278 & 278A, NRS 517		
7	General Government	Recorder	20014	Technology Chapter 27	To acquire technology for or improve the technology used in the office of the county recorder	NRS 239, NRS 247		
8	General Government	Recorder						

Recorder 111-0

	A	B	C	D	E	F	G	H
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2	Function	Department	Fund Center	Program Title	Description/Purpose Statement	List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)	FY 08-09 Adopted Budget	Authorized FTEs assigned
9						Note - other Nevada Revised Statute also apply to the Recorder's Office including NRS 14, 17, 21, 31, 40, 68, 106, 107, 111, 117, 123, 353C, 408, 625, 719 & 720. Additionally, Nevada Administrative Code, Attorney General, District Attorney, and NV Tax Commission opinions must be followed in this office.		

RP-Reg Parks Open Space 140-0

	A	B	C	D	E	F	G	H
1								
2	<b>Function</b>	<b>Department</b>	<b>Fund Center</b>	<b>Program Title</b>	<b>Description/Purpose Statement</b>	<b>List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)</b>	<b>FY 08-09 Adopted Budget</b>	<b>Authorized FTEs assigned</b>
3	Culture and Recreation	Parks	140-0		The Regional Parks and Open Space Department is responsible for developing, maintaining, and preserving park lands and facilities, and offering recreation programs all geared towards providing citizens positive, pleasant, exciting, and self-enhancing experiences they may undertake in their leisure time. Through its programs and its efforts to preserve accessible and natural open space, the Department sustains an environment that serves as a component of the high quality of life the Washoe County community treasures. In addition to regional parks and facilities, the Department oversees operations of County golf courses and the May Center at Rancho San Rafael Park which are funded by enterprise and special revenue funds, respectively.		7,218,261	91.99

RP-Registrar of Voters 112-0

	A	B	C	D	E	F	G	H
1	Function	Department	Fund Center	Program Title	Description/Purpose Statement	List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)	FY 08-09 Adopted Budget	Authorized FTEs assigned
2	General Government	Registrar of Voters	112-0		The Registrar of Voters (ROV) conducts all primary, general and special elections in the County according to State and Federal law so that electors and candidates for federal, state and local office are assured they are participating in elections marked by integrity and conducted in a fair, open and impartial manner. The Registrar administers the voter registration process in an effort to insure that all those who want to vote are qualified to do so. For local offices, the Registrar manages the candidate filing and contribution and expenditure reporting processes. The Registrar accepts Initiative and Referendum petitions and checks signatures for sufficiency. The Registrar is responsible for election preparations, ballot design, vote tabulation, results reporting and polling site management. The Registrar is the custodian of all election-related records and materials and is responsible, in coordination with the GIS Division, for the definition, generation and maintenance of the County's political map system. The Registrar of Voters maintains a professional environment that strives to equitably serve candid		2,867,577	8
3								

RP-Sheriff 150-0

	A	B	C	D	E	F	G	H
1								
2	Function	Department	Fund Center	Program Title	Description/Purpose Statement	List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)	FY 08-09 Adopted Budget	Authorized FTEs assigned
3	Public Safety	Sheriff	150-0		In partnership with the community, the Washoe County Sheriff's Office (WCSO) provides law enforcement services in the unincorporated area of the county. The Office also operates a Detention Center for adult offenders, a crime lab, a search and rescue unit, and an air arm for use in searches and for extradition of offenders. These other services are utilized by other law enforcement agencies in the region through contract arrangements with the WCSO. For budget purposes, the WCSO is organized into three divisions. Insert list....		91,856,681	788.65
4	Public Safety	Sheriff	150200	Administration	The Administrative Office of the Sheriff is responsible for setting directions, goals, and obtaining funds for the agency in order to accomplish the mandated duties, namely, provide jail service, court service, serve civil process, search and rescue, and provide all other enforcement services in the county. Also responsible for hiring, terminations, OPI, finance, and purchasing	NRS 211.050, NRS 211.030, NRS 248.100, NRS 248.120, NRS 248.092, NRS 248.210, NRS 248.090, NAC 211		
5	Public Safety	Sheriff	150420	Back Ground Investigations	The Background Investigation Section is responsible for carefully and efficiently reviewing the personal history of each applicant seeking employment within the Sheriff's Office, for sworn, civilian, and contract workers. Investigate backgrounds for CCW applicants.	NAC 289, NRS 202, NRS 179A, NRS 239, NAC 289, NAC 202, NAC 179A, NAC 617, WCC 5.192, WCC 25, WCC 30, WCC 45, WCC 50.		
6	Public Safety	Sheriff	150430	Fleet Services	Fleet Services is responsible for the repair, maintenance, and installation equipment necessary for the efficient operation of vehicles utilized at the Sheriff's Office.	NRS 248.100, NRS 248.120, NRS 248.092		
7	Public Safety	Sheriff	150440	CAP Team(Tiburon support)	Liaison with IT, Reno, Tiburon, Courts, AG, DA, and third party vendors, and maintain interface between all parties. Provide Crystal Reports for analysis and statistical data requests. Test, and upgrade systems.			

RP-Sheriff 150-0

	A	B	C	D	E	F	G	H
1								
2	<b>Function</b>	<b>Department</b>	<b>Fund Center</b>	<b>Program Title</b>	<b>Description/Purpose Statement</b>	<b>List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)</b>	<b>FY 08-09 Adopted Budget</b>	<b>Authorized FTEs assigned</b>
8	Public Safety	Sheriff	150450	Training	Provide training and record keeping as defined in the NAC 289. Provide training for personal/professional development. Write and maintain general orders. Research and obtain grants. Update legal issues.	NAC 289/NRS 289		
9	Public Safety	Sheriff	150460	Records	Records is responsible for processing, maintaining, and disseminating all booking, case file, permit and registration, warrants, and criminal history records in accordance with established statutes, ordinances, and regulations.	NRS 179, NRS 463, NRS 648, NRS 655, NRS 202, NRS 432B, NAC 179A, NAC 202, NAC 432B, NAC 648, WCC 25, 30, 45, 50.		
10	Public Safety	Sheriff	150470	Civil	The Sheriff has the statutory duty to serve and execute civil process, both in the incorporated and unincorporated areas of Washoe County. Civil process includes Temporary Protection Orders, Extended Temporary Orders, Stalking/Harassment Orders, Writs, Garnishments, Subpoenas, Liens, Evictions, and Child Custody Orders.	NRS 248, NRS 21, NRS 31, NRS 33, NRS 50, NRS 70, WCC 20, WCC		
11	Public Safety	Sheriff	150610	Detectives	The Detective Division is responsible for investigating felony and some gross misdemeanor crimes in the Unincorporated areas of Washoe County.	NRS 248.090 NRS 179D State mandate for sex offender tracking and community notification. NAC 35.300 Cases through Nov 2003 Persons 177 Juvenile 257 Property 1153 Incline 166 Total Cases 1753		
12	Public Safety	Sheriff	150650	Crime Lab	The Crime Lab is committed to providing comprehensive scientific support and crime scene investigation services to the Sheriff's Office and 66 other law enforcement agencies in Northern Nevada.	Contractual obligation with Reno to provide crime lab services in exchange for dispatch services. Service agreements with surrounding counties. NRS 176.0913 Bio specimens of sex offenders.		

RP-Sheriff 150-0

	A	B	C	D	E	F	G	H
1								
2	<b>Function</b>	<b>Department</b>	<b>Fund Center</b>	<b>Program Title</b>	<b>Description/Purpose Statement</b>	<b>List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)</b>	<b>FY 08-09 Adopted Budget</b>	<b>Authorized FTEs assigned</b>
13	Public Safety	Sheriff	150660	Lab DUI Contract	The breath alcohol unit is responsible for the training and certification of law enforcement personnel in the use of approved evidentiary breath testing instruments. The unit is also responsible for the calibration, maintenance, and repair of all evidentiary breath alcohol instruments used in northern Nevada.	State Contract		
14	Public Safety	Sheriff	150680	Search and Rescue	Provide search and rescue services for all in Washoe County	NRS248.092		
15	Public Safety	Sheriff	150700	Flight Operations	Provide extradition services. Helicopter wing offers aerial support for law enforcement, fire departments, and search and rescue missions.	NRS 248.092 (SAR)		
16	Public Safety	Sheriff	150810	Incline Substation	Provide public safety services to 62 square miles, consisting of North Lake Tahoe area. Provide public safety services to the Gerlach area.	NRS 248.210, NRS 248.090, NRS 484, NRS 485, WCC 20, WCC 50, WCC 53, WCC 54, WCC 70.		
17	Public Safety	Sheriff	150820	Incline Dispatch	Provide emergency and medical dispatch services for the Sheriff's Office and North Lake Tahoe Fire Protection District.	NRS 248.090 Providing fire dispatch services is a contractual obligation.		
18	Public Safety	Sheriff	150830	Valley Ground Patrol	Provide law enforcement and public safety services.	NRS 248.210, NRS 248.090, NRS 484, NRS 485, WCC 20, WCC 50, WCC 53, WCC 54, WCC 70.		
19	Public Safety	Sheriff	150900	Housing Operations	Provide jail services for over 30 law enforcement agencies, charged with the care and custody of all arrestees.	NRS 248.050, NRS 211.030		
20	Public Safety	Sheriff	150910	Alternatives to Incar.	The AIU Unit seeks to reduce the jail population by diverting qualified inmates into programs outside the jail without compromising public safety.	NRS 248.050, NRS 211.030 Custody days saved 2002 - 62,991...Custody days save thru 11/2003 - 57,012		
21	Public Safety	Sheriff	150940	Supply Room	Purchase, store, and dispense supplies required for the efficient operation of the Sheriff's Office.			

RP-Sheriff 150-0

	A	B	C	D	E	F	G	H
1								
2	<b>Function</b>	<b>Department</b>	<b>Fund Center</b>	<b>Program Title</b>	<b>Description/Purpose Statement</b>	<b>List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)</b>	<b>FY 08-09 Adopted Budget</b>	<b>Authorized FTEs assigned</b>
22	Public Safety	Sheriff	150950	Detention Services (i.e.laundry,food service, workprogram)	Provide food services to inmates under strict nutritional guidelines and recognized food preparation procedures. The Laundry section is charged with providing clean clothing and linen for all inmates in the Jail. The Work Program allows inmates to clean and maintain the facility, and gives the inmate more time out of their cell.	NRS 248.050, NRS 211.030		
23	Public Safety	Sheriff	150960	Security/Booking	Central Control is tasked with monitoring the security of the inmates, and staff within and around the facility. Booking	NRS 248.050, NRS 211.030		
24	Public Safety	Sheriff	150651	Forensic Toxicology	Provide analysis of blood, urine and tissue samples for the presence of poisons and drugs. DNA samples of sex offenders.	NRS 176.099, thru 176.0917 Genetic Marker Testing..Sex offender DNA samples. Service agreements with Reno, Sparks, NHP, Juvenile Services.		
25	Public Safety	Sheriff	20000	State Forfeitures	Used for enforcement of NRS 453.			
26	Public Safety	Sheriff	10065	Federal Forfeitures	Funds used for general law enforcement, training, equipment, and overtime.			
27	Public Safety	Sheriff	10xxx,20xxx	Grants & Donations				

RP-Social Services 179-0

	A	B	C	D	E	F	G	H
1								
2	Function	Department	Fund Center	Program Title	Description/Purpose Statement	List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)	FY 08-09 Adopted Budget	Authorized FTEs assigned
3	Welfare	Social Services	179-0		Social Services is made up of five programs. Of these, Administration, General Assistance and Health Care Assistance are found in the General Fund. Child Protective Services, Child Care Services and additional indigent medical dollars are found in Special Revenue Funds. <i>General Assistance</i> issues cash grants to clients or vouchers to vendors to provide short-term assistance to very low-income families or individuals. Applicants for General Assistance normally fall into one of three categories – employable applicants; applicants pending longer term assistance from the Nevada State Welfare Department; and disabled persons. <i>The Health Care Assistance Program (HCAP)</i> , through a network of community agencies, assures provision of health care services for indigent or very low income County residents. HCAP sustains this network by maintaining good business relations with providers which includes prompt payment for services rendered to county clients.		13,971,025	50.29
4	Welfare	Social Services	179100	Social Services Administration	To provide personnel, fiscal, data, clerical and administrative support to Department staff.	Department programs operate under the following State laws: NRS 428,432, 432A and 432B.		

RP-Social Services 179-0

	A	B	C	D	E	F	G	H
1								
2	Function	Department	Fund Center	Program Title	Description/Purpose Statement	List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)	FY 08-09 Adopted Budget	Authorized FTEs assigned
5			179100	Department program oversight	Insure services as mandated are provided to clients within the resources allocated for the programs.	NRS 428, 432, 432A, and 432B; NAC 428, 432, 432A, 432B		
6			179100	UNITY	Insure necessary data is captured in UNITY to maximize federal reimbursements, compliance with Interlocal agreements	Title IVE of the Social Security Act		
7			179100	Records Management	Maintain Department file room	NRS 428, 432, 432A, and 432B		
8			179100	Budget, Accounting, Purchasing, and Human Resources Responsibilities	Prepare and monitor Department budgets; insure compliance with County guidelines and polices; day-to-day business operations.	NRS 428, 432, 432A, and 432B		
9			179100	Clerical Support for Adult and Children's Services Divisions.	Reception, legal documents, court reports, correspondence.	NRS 428, 432, 432A, and 432B		
10	Welfare	Social Services	179200	General Assistance	To provide temporary cash assistance to low-income families or individuals.	NRS 428.010		
11			179200	Assess client needs and determine eligibility.	To provide temporary cash assistance to low-income families or individuals.	NRS 428, WCC 45.090		

RP-Social Services 179-0

	A	B	C	D	E	F	G	H
1	Function	Department	Fund Center	Program Title	Description/Purpose Statement	List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)	FY 08-09 Adopted Budget	Authorized FTEs assigned
2			179200	Provide cash payments to clients for basic needs.	To provide temporary cash assistance to low-income families or individuals.	NRS 428, WCC 45.090		
12	Welfare	Social Services	179300	Medical Assistance	To provide reimbursement of medical and institutional care costs for the diagnosis and treatment of an eligible applicant's injury or illness.	NRS 428.010		
13			179300	Assess client needs and determine eligibility.	To provide reimbursement of medical and institutional care costs for the diagnosis and treatment of an eligible applicant's injury or illness.	NRS 428, NRS 422.272, NRS 499.0151, WCC 45.050		
14			179300	Reimburse providers for health care given to eligible applicants.	To provide reimbursement of medical and institutional care costs for the diagnosis and treatment of an eligible applicant's injury or illness.	NRS 428, NRS 422.272, NRS 499.0151, WCC 45.050		
15			179300	Determine eligibility for burial or cremation.	Insure that those who die in Washoe County and have no other resources are buried or cremated.	NRS 259.180, WCC 45.070		
16								

RP-Social Services 179-0

	A	B	C	D	E	F	G	H
1								
2	<b>Function</b>	<b>Department</b>	<b>Fund Center</b>	<b>Program Title</b>	<b>Description/Purpose Statement</b>	<b>List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)</b>	<b>FY 08-09 Adopted Budget</b>	<b>Authorized FTEs assigned</b>
17			179300	Reimburse providers for the cost of burial or cremation for deceased indigents.	Insure that those who die in Washoe County and have no other resources are buried or cremated.	NRS 259.180, WCC 45.070		

Tech Services 108-0

	A	B	C	D	E	F	G	H
1	Function	Department	Fund Center	Program Title	Description/Purpose Statement	List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)	FY 08-09 Adopted Budget	Authorized FTEs assigned
2	General Government	Technology Services	108-0		The Department supports the County's 119 business systems running on 224 servers containing 47 terabytes of data. The Department employs a complex network using 590 miles of cable/fiber, 720 miles of Ethernet and 400 square miles of wireless to link up to 137 buildings, providing connections between the applications and 3,350 desktop PCs. The Department operates through six divisions:		14,560,235	97.25
3			108-1		The <i>Administrative Division</i> provides Department planning, strategy, oversight and financial management, as well as all personnel support.		451,288	4.75
4			108-3		The mission of the Telecommunications Division is to keep the County's building security systems, audio visual systems, telephone systems, public safety regional radios and other electronic assets in secure and reliable working order. The Division plans and installs upgrades to these systems to keep them as up to date as possible. The Division administers the Regional Enhanced 911 fund.		1,192,841	9.5
5			108-4		The <i>Enterprise Development Division</i> operates and maintains the County server farm, enterprise applications such as the internet/intranet and email, provides day-to-day support and maintenance of standard County software and hardware to operating departments and provides technology consultants in the form of project coordinators, systems developers, database administrators and system administrators to assist departments with new and existing computer applications or technology.		3,124,021	25
6			108-5		The <i>Computer and Network Support Division</i> operates the County network, performs PC refresh, the data network infrastructure, Help Desk Support and firewall maintenance.		2,765,253	23
7								

Tech Services 108-0

	A	B	C	D	E	F	G	H
1	Function	Department	Fund Center	Program Title	Description/Purpose Statement	List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)	FY 08-09 Adopted Budget	Authorized FTEs assigned
2			108-7		The <i>Geographic Information System (GIS) Division</i> provides geographic information in digital and hardcopy format through the development of an enterprise spatial database and the support of the County's property and permits systems. It's Internet based GIS map warehouse is available 24 hours per day, 7 days per week to County departments, policy makers, and the public.	Establishing Election Precincts NRS 293.205 - NRS 293.213. Submission of maps to the Secretary of State and the Legislative Council Bureau - NRS 293.206(1)	2,816,989	18
8			108-8		The <i>Infrastructure Preservation Funds</i> serve to continually enhance the enterprise network architecture, allowing information to be shared in a reliable, secure environment, including implementation & maintenance of protective technologies to safeguard data, systems and the information infrastructure.		1,969,120	0
9			108-9		The <i>WINnet Division</i> re-engineers County business processes to maximize use of the County's SAP software system and achieve industry-standard best practices. WINnet staff maintains a high level of working trust with its customers by meeting with Business Process Owners on a regular basis, providing ongoing training to maintain and improve their system and process expertise and maintaining a reliable and secure system.		2,240,723	16
10								

RP-Treasurer 113-0

	A	B	C	D	E	F	G	H
1								
2	<b>Function</b>	<b>Department</b>	<b>Fund Center</b>	<b>Program Title</b>	<b>Description/Purpose Statement</b>	<b>List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)</b>	<b>FY 08-09 Adopted Budget</b>	<b>Authorized FTEs assigned</b>
3	General Government	Treasurer	113-0		As Ex-Officio Tax Receiver, the Treasurer bills, collects and apportions real and personal property taxes on behalf of all the municipalities within Washoe County. The Department's two teams, Collections and Treasury, work in concert to receive, disburse and invest all County revenue in the most efficient manner possible while complying with appropriate Nevada Revised Statutes, the Washoe County Investment Policy and Generally Accepted Accounting Standards. The Treasurer is an elected County official and serves a four-year term of office. The Treasurer is designated the County Investment Officer by the Board of County Commissioners. The Treasurer is also responsible for establishing proper banking agreements and investment agreements with banks and brokerage firms.		2,301,518	26

Health Fund 202-0

	A	B	C	D	E	F	G	H
1								
2	Function	Department	Fund Center	Program Title	Description/Purpose Statement	List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)	FY 08-09 Adopted Budget	Authorized FTEs assigned
3			2002	Health Fund	The Health Fund accounts for general fund support, intergovernmental grants and user fees dedicated to health services. The District Health Department reports to a District Board of Health composed of representatives appointed by the governing bodies of the Cities of Reno and Sparks, and Washoe County. Chapter 439 of the Nevada Revised Statutes prescribes the organization and functions of the Health District. The District Health Department operates through five (5) divisions.		\$13,089,182	117.06
4								
5		AHS	170200	Administration	Provides administrative guidance and oversight for risk management, purchasing, human resources, facilities management, information technology and legislative issues for the District. Manages Health Fund financial activities including but not limited to: annual budget, financial statements, cash, grants management, audits, accounts receivable and payable, payroll, internal controls, inventory, and contracts.	NRS 439 Administration of Public Health NRS 332 Purchasing: Local Governments NRS 354 Local Financial Administration Washoe County Code, Chapter 5 Washoe County Code, Chapter 15	\$ 1,494,644	15.00
6								
7		AHS	170400	Emergency Medical Services	Monitor REMSA's performance under the franchise agreement; Promote coordination of medical disaster preparedness activities with public safety agencies, hospitals and ambulance services;	NRS 268.081, 268.083, 244.187, 244.188 & Interlocal Agreement between Reno, Sparks and Washoe County, Amended 8/26/86	\$ 136,901	1.40
8								
9		AHS	Not Mandated (174600)	WIC	Provides supplemental nutritious foods, nutrition education and referrals to other health and social services to eligible pregnant and postpartum women, infants and children up to age five in Washoe County to prevent occurrence of health problems and to improve the health status of these persons.		\$ 295,407	2.44

Health Fund 202-0

	A	B	C	D	E	F	G	H
1								
2	Function	Department	Fund Center	Program Title	Description/Purpose Statement	List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)	FY 08-09 Adopted Budget	Authorized FTEs assigned
10								
11		AQM	172300	Administration			\$ 459,615	2.90
12		AQM	172300	Planning & Monitoring	As defined by the US EPA workplan objectives and the Code of Federal Regulations: continuous 24/7 real-time priority pollutant monitoring and reporting collected within EPA QA Guidelines. On-going emissions inventory database development with triennial reporting for priority pollutants, precursors, GHG, and HAPS. Preparation of priority SIP submittals and maintenance plans. Rule/regulation development.	NRS <del>445.546</del> , <b>445B.500</b> Federal Clean Air Act, Title 40, Chapter I, Part 50 - <b>97 USC Title 42, Chapter 85, Subchapter I-VI</b>	\$ 334,172	3.45
13		AQM	172300	Permitting & Enforcement	Permit and inspect stationary sources of air pollution for compliance as required by federal law and local regulations.	NRS <del>445.546</del> , <b>445B.500</b> Federal Clean Air Act, <b>Title 40, Chapter I, Part 50 - 97 USC Title 42, Chapter 85, Subchapter I-VI</b>	\$ 427,704	4.17
14								
15		AQM	Not Mandated (172300)	Public Information & Community Outreach Program	Educate the general public about causes of air pollution and everyday solutions that can be carried out by individual citizens.	NRS <del>445.546</del> , Federal Clean Air Act	\$ -	0.00
16								
17		EPHP	170300	Vital Statistics	The Vital Statistics Office is designated by the State of Nevada as the local registrar for all births and deaths occurring in Washoe County. The program provides certified copies of birth and death certificates upon approved request.		\$ 162,223	2.00
18					District Health Officer is mandated to:			
19					Register all births and deaths in Washoe County	NRS 440.190		
20					<b>Furnish blank forms of certificates to such persons as require them;</b> examine submitted documents for accuracy	NRS 440.200 - .210		
21					Enforce for incomplete/unsatisfactory submissions	NRS 440.220		
22					Make complete and accurate copies and maintain said copies	NRS 440.240		

Health Fund 202-0

	A	B	C	D	E	F	G	H
1								
2	Function	Department	Fund Center	Program Title	Description/Purpose Statement	List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)	FY 08-09 Adopted Budget	Authorized FTEs assigned
23					File list of names of deceased with Public Administrator within 5 days of receipt of original death certificate	NRS 440.250, subsection 2		
24					Transmit to the State Registrar all original certificates registered during the preceding month by the 10th day of the following month	NRS 440.260		
25					Issue burial/disinterment permits with the exception of deaths considered by the Board to be infectious, contagious, or communicable and dangerous to the public health	NRS 440.500		
26					Charge and collect a \$1 fee for support of the County Coroner (pursuant to NRS 259.025) for each certified death certificate issued and remit such fees to the proper County Treasurer	NRS 440.715		
27		EPHP	171700	Epidemiology	Required that each reported case of a communicable disease be investigated to confirm the diagnosis, identify any contacts, identify the source of the infection, determine if the case is employed in a sensitive occupation or is a child attending a childcare facility, determine the extent of any outbreak, and carry out measures for the prevention suppression and control of the disease.	NRS 441A and NAC 441A	\$ 555,705	5.81
28								
29		EPHP	Not Mandated (Grant Funded)	Public Health Preparedness	To strengthen public health response activities that are mandated. These activities relate to biological, chemical, and radiological terrorism as well as naturally occurring public health emergencies such as pandemic influenza or SARS.	Director of Epidemiology and Public Health Preparedness is 100% grant funded.	\$ -	0.00
30								

Health Fund 202-0

	A	B	C	D	E	F	G	H
1	Function	Department	Fund Center	Program Title	Description/Purpose Statement	List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)	FY 08-09 Adopted Budget	Authorized FTEs assigned
2		EHS	172200	Safe Drinking Water	To ensure that public water systems provide safe and reliable drinking water that prevents the spread of disease and provides for sustainable development by monitoring water quality, and performing water system inspections, and water project plan reviews.	Federal Safe Drinking Water Act USC 42, Chapter 6A, Subchapter XII NRS 445A.815 - 445A.955 NRS 278.330 - 278.377 NAC 445A.65505 - 445A.6731	\$ 93,990	0.70
31		EHS	172100	Vector-Borne Disease	Disease prevention by control of vector populations, active disease surveillance and public education.	NRS 439.170, 439.490 <b>441A.410</b> ; NAC 441A.225, 441A.280, 441A.410, 441A.415, 441A.420, 441A.460, 441A.520, 441A.557, 441A.595, 441A.605, 441A.635, 441A.650, 441A.655, 441A.665, 441A.715	\$ 903,424	3.25
32		EHS	172101	Vector-Borne Disease	Funding in case of emergency outbreak such as West Nile Virus	\$.005 Tax Support	\$ 350,000	0.00
33		EHS	172400	Administration			\$ 902,383	4.25
34		EHS	172404	Food Protection	The Health Authority shall inspect each food establishment within the Health District at least once per year; <b>review food establishment plans; and to investigate food-borne botulism (illness).</b>	NRS 439, 446; NAC <b>441A.465</b>	\$ 1,555,135	17.15
35		EHS	172400	Food Protection - Special Events (including temporary food establishments)	To provide regulatory oversight for many permitted events that occur each year; this includes ensuring food protection and adequate sanitation such as proper sewage and availability of potable water.	NRS 446	\$ 260,356	3.20
36		EHS	172400	Environmental Engineering	Reviews community development and building permit applications to ensure compliance with various regulations.	NRS 439.370, 439.410, 278A.010-278A.520, 445A.800 - 445A.955, NAC 445A.450 - 445A.492, 445A.65505 - 445A.6731	\$ 212,141	2.00
37								

Health Fund 202-0

	A	B	C	D	E	F	G	H
1	Function	Department	Fund Center	Program Title	Description/Purpose Statement	List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)	FY 08-09 Adopted Budget	Authorized FTEs assigned
2								
38		EHS	172400	Pools/Spas	To insure protection for the health and safety of residents and visitors of Washoe County that use public swimming pools and spas.	NRS 444.003 - 444.120, NAC 444.010 - 444.306 Public Bathing Places, NAC 444.310 - 444.546 Public Spas	\$ 166,436	1.75
39		EHS	172400	Institutions - Mobile Home/RV Parks	The Health Authority shall inspect each mobile home/rv park within the Health District at least once per year.	NRS 461A.223	\$ 23,333	0.20
40		EHS	172400	Institutions - Public Accomodations	The Health Authority shall inspect each public accomodation within Washoe County at least once per year; investigate all complaints.	NRS 447		
41		EHS	172400	Institutions - Schools and Jails	The Health Authority is required to have supervision over the sanitation, healthfulness, cleanliness and safety of jails, schools, and school gymnasiums. Jails shall be inspected at least once per year and schools and school gymnasiums shall be inspected at least twice per year.	NRS 444.335		
42		EHS	172400	Institutions - Child Care Facilities	The State Health Officer or his designate shall enter and inspect at least annually, every building or premises of a child care facility and are of operation of an outdoor youth program, on behalf of the Bureau, to secure compliance with standards for health and sanitation.	NRS 432A.180 Inspection by Bureau, State Fire Marshal and State Health Officer		
43		EHS	172400	Well Construction	To enforce regulations governing the plan review, construction, inspection and operation of individual domestic wells and public drinking water wells.	NRS 439.410	\$ 152,001	1.50
44		EHS	172400	Liquid Waste	To enforce regulations governing the construction, installation, operation of onsite sewage disposal systems, sewage and wastewater pumping contractors, non-sewered toilet contractors and dump station operators and investigate sewage overflow complaints.	NRS 444.650	\$ 184,366	2.25
45		EHS	172700	Waste Management - Solid Waste	The Health Authority shall conduct one inspection per year on permitted facilities; investigate complaints.	NRS 444, NAC 444	\$ 86,546	1.30
46								

Health Fund 202-0

	A	B	C	D	E	F	G	H
1	Function	Department	Fund Center	Program Title	Description/Purpose Statement	List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)	FY 08-09 Adopted Budget	Authorized FTEs assigned
2								
47		EHS	Not Mandated (172400)	Waste Management - Hazardous Materials	To provide emergency response to any haz mat related incident 24 hours per day, 7 days per week. Considered first responders to spills, drug labs and similar emergency situations.	State Authority in NRS 459; Health Authority via Interlocal with NDEP	\$ 90,551	0.91
48		EHS	Not Mandated (172400)	Waste Management - Hazardous Waste Management	To inspect specified business establishments for hazardous waste management as required by contract with NDEP; to identify those hazardous waste generators that are not complying with federal and state hazardous waste management regulations and to gain compliance with same.	State Authority in NRS 459; Health Authority via Interlocal with NDEP	\$ 78,412	0.97
49		EHS	Not Mandated (172700)	Waste Management - Underground and Leaking Underground Storage Tanks	To provide ongoing assessment of potential containment sources to prevent releases of petroleum products in to the groundwater; reviews and evaluate groundwater remediation cases to ensure that responsible parties are actively working to clean up contaminated groundwater to below state action levels.	State Authority in NRS 459; Health Authority via Interlocal with NDEP	\$ 79,712	0.81
50								
51		CCHS	171100	Administration			\$ 604,958	6.00
52		CCHS	173500	Immunization	The local Health Authority is required to hold immunization clinics at least one month before the opening date of the school year.	NRS 439.535	\$ 818,124	7.14
53		CCHS	171400	Tuberculosis	The program investigates each case, confirms diagnosis, ensures treatment, conducts contact investigations, treats contacts and others with Latent Tuberculosis Infection, and performs measures to prevent and control TB.	NAC 441A.355, NRS 441A.340 Authority for control, prevention and treatment via Interlocal with NSHD	\$ 289,479	2.67
54		CCHS	171300	Sexual Health (STD/HIV)	The health district is mandated to prevent, investigate, and treat HIV/STDs; to notify persons regarding possible exposure	NRS 441A, NAC 441A.450	\$ 547,283	5.00
55								

Health Fund 202-0

	A	B	C	D	E	F	G	H
1	Function	Department	Fund Center	Program Title	Description/Purpose Statement	List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)	FY 08-09 Adopted Budget	Authorized FTEs assigned
2		CCHS	Not Mandated (170600)	Public Health Nurse Home Visitation	To educate and empower high-risk pregnant women to deliver a health term infant.		\$ 1,168,414	11.81
56		CCHS	Not Mandated (170800)	Chronic Disease and Injury Prevention	Activities focus on reducing the risk factors for chronic disease and injuries including Tobacco prevention and control, promotion of physical activity and nutrition, and improvements in motor vehicle, pedestrian, recreational, and home and environmental safety.		\$ 162,249	1.38
57		CCHS	Not Mandated (171103)	Podiatry	Provides routine foot care to the five remaining elderly un/underinsured and disabled populations		\$ 1,200	0.00
58		CCHS	Not Mandated (173000)	Family Planning/Teen Health Mall	Provides family planning services to individuals of childbearing age.	NOTE: FTE hours adjusted to reflect FP reduction and abolished positions.	\$ 492,317	5.66
59		CCHS	Not Mandated	Child Abuse Prevention			\$ -	0.00
60								
61								

225-0 Senior Services

	A	B	C	D	E	F	G	H
1								
2	<b>Function</b>	<b>Department</b>	<b>Fund Center</b>	<b>Program Title</b>	<b>Description/Purpose Statement</b>	<b>List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)</b>	<b>FY 08-09 Adopted Budget</b>	<b>Authorized FTEs assigned</b>
3	Culture and Recreation	Senior Services	225		Senior Services is listed as a separate Special Revenue Fund to account for grants, charges for services and ad valorem tax revenues apportioned to provide services for senior citizens of Washoe County. The Washoe County Senior Services Department (WCSSD) is the first point of contact for Washoe County's 63,000 seniors, their families and caregivers, and is the focal point for the community in planning and implementing services for them. WCSSD administers programs at four Senior Centers, five nutrition sites and extensive support for vulnerable seniors living in their homes (Congregate Meals and Home Delivered Meals, Senior Law Project, Information and Referral, Case Management, Advocacy, Caregiver support, Mental Health counseling, DayBreak Adult Day Health Care, Homemaker, Medication Management and volunteer opportunities). A variety of non-profit and volunteer agencies use space at all centers to provide services, classes and activities that address the diverse interests and needs of Seniors. Senior Services currently serves over 1,000 seniors and caregivers per day, and is implementing the Senior Services Strategic Pla	Washoe County Department for Senior Services is a direct services provider under contract with the Nevada Division for Aging Services to implement services defined under the Nevada State Plan, as authorized by the Older Americans Act of 1965 (PL 89-73)42 U.S.C. §§ 3001-3053; NRS 427A.050 "Aging Services Division;" and is created by County Code 45.400 - 45.900 to administer voter approved "ad valorem" funds to provide "services, programs and facilities" for Washoe County citizens over the age of 60.	4,103,722	37.53

RP-228-0 Child Protective Svcs

	A	B	C	D	E	F	G	H
1								
2	<b>Function</b>	<b>Department</b>	<b>Fund Center</b>	<b>Program Title</b>	<b>Description/Purpose Statement</b>	<b>List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)</b>	<b>FY 08-09 Adopted Budget</b>	<b>Authorized FTEs assigned</b>
3	Child Welfare	Social Services	280-0		The Child Protective Services Fund is established as a special fund to account for ad valorem tax revenues apportioned and specifically appropriated to protect against the neglect, abandonment, or abuse of children in Washoe County. To protect children from further harm, CPS investigates reports of child abuse and neglect, develops and manages case plans to promote the well being of children in permanent living arrangements, and licenses foster care and child care providers.		41,999,664	228.56
4	Child Welfare	Social Services	280210 280910	Case Management		Department programs operate under the following State laws: NRS 432, 432A and 432B.		
5				Intake/Assessment	Record, assess, and investigate reports of child abuse/neglect; provide case management services for short term intervention	NRS 432B; Adoption and Safe Families Act (ASFA); NAC 432B; WC 45.110		
6				Permanency	Provide case management and reunification services to comply with federal regulations for cases requiring long term intervention.	NRS 432, 432B; NAC 432, 432B; ASFA; WC 45.110		
7				Adoptions	Adoption Case Management	NRS 127; NAC 127; ASFA; WCC 45.112;		
8				Fiscal/Eligibility	Fiscal management, grant management, cost allocation plan, eligibility determination.	Title IVE/ Social Security		
9				Clinical Response Unit	Provide in-home intervention services to foster families to reduce placement disruption due to emotional/behavioral issues.	NAC 432B.240		
10				Family Preservation	Reduce the number of child custody petitions filed by utilizing intense in-home services.	NAC 432B.240; WCC 45.110		
11				UNITY Support	Assist workers with entering necessary data into UNITY to insure federal and state compliance.	NRS 424; NAC 424; WCC 45.111		

RP-228-0 Child Protective Svcs

	A	B	C	D	E	F	G	H
1								
2	Function	Department	Fund Center	Program Title	Description/Purpose Statement	List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)	FY 08-09 Adopted Budget	Authorized FTEs assigned
12				Foster Care Recruitment	Recruit new foster homes; provide initial and on-going training to support foster families.	NRS 424; NAC 424; WCC 45.111		
13	Child Welfare	Social Services	280410	Licensing	Foster Home Licensing and Foster Parent Liaison	NRS 424; NAC 424; WCC 45.111		
14			280410	Licensing	Child Care Facility Licensing	NRS 432A; NAC 432; WCC 45.095		
15						* Per NRS 432A.131, section 4, 1 year's notice must be provided to the State if Washoe County would no longer provide licensing services.		
16	Child Welfare	Social Services	280510 280920	Residential Services	Emergency Shelter Costs	NRS 432B; NAC 432B; WCC 45.110		
17					Family Foster Care Costs	NRS 432B; NAC 432B; WCC 45.110		
18					Adoption Subsidy	NRS 127; NAC 127; WCC 45.040		

Other Special Revenue Funds 2XX

	A	B	C	D	E	F	G	H
1	Function	Fund	Fund Center	Program Title	Description/Purpose Statement	List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)	FY 08-09 Adopted Budget	Authorized FTEs assigned
2		Stabilization	203-0	Stabilization	The Stabilization Fund was established to provide a mechanism whereby local governments may reserve a percentage of operating funds to meet critical needs during periods when inadequate resources are available in the General Fund. Authorized by the 1995 Nevada Legislature, this fund has also been referred to as the "Rainy Day Fund" in that the funds cannot be transferred out unless there is a shortfall in the budgeted revenues of the General Fund. The reserves in this fund are not available for employee negotiations, debt service or program expansions, and appropriations can only be spent pursuant to NRS 354.6115.	NRS 354.6115 - fund to stabilize operation of local government and mitigate effects of natural disaster	2,250,000	0
3	Culture and Recreation	Library Expansion	204-0	Expansion Fund	The Library Expansion Fund was established to account for a 30 year two-cent ad valorem tax override for expansion of library services approved by the voters in 1994.		2,832,733	27.42
4	Culture and Recreation	Library Expansion		Northwest Reno Library	Opened in 1999. During FY 08, provided library services for 210,433 visitors, including 324,959 checkouts.	WC-1, 1994		
5	Culture and Recreation	Library Expansion		Expansion-related positions in other locations	Eight positions in various job classifications, including three in Administration, two at Downtown Reno, one at Senior Center, and two at Sierra View.	WC-1, 1994		
6								

Other Special Revenue Funds 2XX

	A	B	C	D	E	F	G	H
1	Function	Fund	Fund Center	Program Title	Description/Purpose Statement	List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)	FY 08-09 Adopted Budget	Authorized FTEs assigned
2		Regional Public Safety Training Fund	RP-209-0		The Regional Public Safety Training Center (RPSTC) is categorized as a special revenue fund and accounted for separately from Washoe County general funds because its operating revenues are contributed by partnering agencies under an Interlocal Agreement. The partnering agencies are Washoe County, the Cities of Reno and Sparks, the Sierra Fire Protection District (SFPD), and Truckee Meadows Community College (TMCC). The Washoe County Sheriff's Office (WCSO) provides administrative support. Resources at the facility include wireless access, state of the art classrooms, a seven-story burn tower, off-road and paved emergency vehicle operations courses, shooting ranges with computerized target systems, driving and force option simulators, a fully functional chemical lab, and streaming and video-on-demand technology. The Center also offers high quality law enforcement, fire, corrections, and emergency preparedness courses to partnering and non-partnering agencies year around. Staff preserves the high quality of the resources through the overall management of facility usage, g	It is funded by the 1/8-cent sales tax for Public Safety projects that was implemented by Washoe County in 1998. Interlocal Agreement for the operation of the Regional Public Safety Training Center dated December 20, 2001. Interlocal Agreement for the ope		4.6
7					The Regional Public Safety Training Center (RPSTC) is categor			

Other Special Revenue Funds 2XX

	A	B	C	D	E	F	G	H
1	Function	Fund	Fund Center	Program Title	Description/Purpose Statement	List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)	FY 08-09 Adopted Budget	Authorized FTEs assigned
2		Regional Communication System Fund	210-0		The Washoe County Commission and other government agencies entered into an agreement to establish the Washoe County Regional Communication System (WCRCS). The agreement establishes a Joint Operating Committee and a Users Committee to provide a structure that enables administrative and fiscal review of the operating and maintenance of the WCRCS by the participating agencies. The Regional Communication System Fund was established in October 2006 to provide improved managerial accounting of WCRCS resources and disbursements. This included moving the funding and positions from the General Fund and Public Works Construction Fund to a restricted fund.	Washoe County Regional 800Mhz Communications System October 1999 Interlocal Agreement. Amendment dated June 18, 2002 to the Washoe County Regional 800Mhz Communications System October 1999 Interlocal Agreement . Additional Participant Acceptance of the Washoe County Regional Communications System Interlocal Agreement dated october 1999. The Federal Communications Commission's Wireless Telecommunications Bureau issued WT Docket No. 02-55 in July 2004 to reband the 800Mhz frequency spectrum.	2,432,770	4.75
8		Truckee River Flood Mgmt	RP-211-0		The Truckee River Flood Management Department was created by a Washoe County Ordinance in August 2005. It is funded by the 1/8-cent sales tax for Public Safety projects that was implemented by Washoe County in 1998. The department was established to coordinate the efforts of Reno, Sparks, Washoe County and other stakeholders for the purpose of completing a flood control project within the Truckee Meadows.			11.5
9								

Other Special Revenue Funds 2XX

	A	B	C	D	E	F	G	H
1	Function	Fund	Fund Center	Program Title	Description/Purpose Statement	List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)	FY 08-09 Adopted Budget	Authorized FTEs assigned
2		Indigent Tax Levy	RP-221-0		The Indigent Tax Levy Fund was established to account for ad valorem tax revenues and investment earnings thereon apportioned and specifically appropriated to provide medical assistance to the indigent and is mandated by state law. The ad valorem tax rate must be at least six and no more than ten cents on each \$100 of assessed valuation. One cent is remitted to the State of Nevada and the remainder is issued to pay for medical services to indigent patients once the County General Fund dollars in medical assistance have been expended.			0
10		May Foundation	RP-264-0		To provide quality educational and recreational opportunities to the community in a well maintained, safe and aesthetically pleasing center (Museum, Arboretum, and Great Basin Adventure).			15.21
11		Central Truckee Meadows Remediation	266-0	Remediation	The Nevada State Legislature amended the NRS in 1997 with the addition of NRS 540A.265 through which a mechanism to fund the CTMRD program was created. As defined, all water users benefiting from the remediation of PCE contaminated water are required to pay a Remediation Fee. The Nevada State statute NRS 540A.250-285 specifies that the CTMRD boundary (i.e service area boundary) shall be the wholesale and retail service area of the water purveyors whose wells are located within the contaminated area. The Remediation Fee is included on the annual property tax bills.	NRS 540A.250 Creation of district for remediation; recovery of expenses. Washoe County Ordinance 1165, Bill no. 1342 implemented a remediation fee rate structure. NRS 354 allows for the fund to be separate from other County Functions	10,419,013	4
12		Administrative Assessments	271-0		The Administrative Assessments Fund was established to account for Justice Court Administrative assessments specifically appropriated for the use of the Justice Courts. Resources are used to fund needs within the Justice Court system for necessary supplies and equipment.	Administrative Assessments 176.059; AB102 Assessments NRS 176.0611; Neighborhood Justice NRS 244.1607, 19.0313		0
13								

Other Special Revenue Funds 2XX

	A	B	C	D	E	F	G	H
1								
2	<b>Function</b>	<b>Fund</b>	<b>Fund Center</b>	<b>Program Title</b>	<b>Description/Purpose Statement</b>	<b>List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)</b>	<b>FY 08-09 Adopted Budget</b>	<b>Authorized FTEs assigned</b>
14		Prefunded Retiree Health	RP-295-0		The Pre-funded Retiree Health Benefits Fund was established to pay the cost of retiree health benefits and related administrative costs in accordance with the County benefit policy. This fund is projected to have no expenses for several years, until those employees for whom benefits have been pre-funded begin to draw those benefits.			0

Debt Service Funds 3XX

	A	B	C	D	E	F	G	H
1	Function	Fund	Fund Center	Program Title	Description/Purpose Statement	List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)	FY 08-09 Adopted Budget	Authorized FTEs assigned
2	Debt	Debt Service	301-0	Debt	The Debt Service Funds account for accumulation of revenues and the payment of general long-term debt principal and interest. The debt service funds include debt service for voter-approved debt and operating debt.	NRS 354 allows for a debt service fund	29,840,135	0
3	Debt	SAD Debt	340-0	Debt	To account for special assessment district debt. Under chapter 271 of NRS, the county is authorized to acquire street, sidewalk, water, sewer, curb, gutter, flood control and other publically owned "infrastructure" improvements that benefit new development by the creation of a special improvement district	NRS 271.710 to 271.730 is for the special assessment districts and NRS 354 allows for the debt to be in a debt fund	534,950	0
4								

Construction 4XX

	A	B	C	D	E	F	G	H
1								
2	Function	Fund	Fund Center	Program Title	Description/Purpose Statement	List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)	FY 08-09 Adopted Budget	Authorized FTEs assigned
3					The Capital Project Funds account for revenues used for the acquisition or construction of major capital facilities.	NRS 354.6113 allows for the creation of Capital Funds		0
4	All functions	Public Works Construction Fund	402-0		Primary resources are derived from financing proceeds, transfers and investment earnings which are applied to various capital projects.	NRS 354.6113 allows for the creation of Capital Funds. In FY1978/79 PWCF was established	23,544,369	0
5	Culture and Recreation	Parks Construction Tax Fund	RP 404-0		Principal resources are derived from residential construction taxes and related investment earnings on these funds, which are legally restricted to the improvement, expansion and acquisition of new and existing parks.			
6	Culture and Recreation	Baseball Stadium	409-0		A Capital Projects Fund to account for resources derived from a 2 percent car rental fee in Washoe County for short-term rentals, except for temporary rentals for car repair purposes. Proceeds of the car rental fee can be used to acquire, improve, equip, operate and maintain the baseball stadium.	NRS 354.6113 allows for the creation of Capital Funds. In FY2004/05 Baseball fund was established.	1,505,746	0
7	Health & Public Works	SAD Projects	440-0		Principal resources are derived from general obligation interim warrants, notes, interfund loans and special assessments to construct improvements which benefit specific assessment districts:	NRS 271.710 to 271.730	10,570,000	0
8	Health	Stormwater Impact Fee	450-0		To account for the receipt of impact fees relating to stormwater drainage projects and for disbursements relating to the construction of two detention facilities, in South Truckee Meadows, identified in WCC 110.706.10.2	NRS 278B Impact Fees for new development	2,662,772	0
9	Judicial and Intergovernmental	Capital Facilities	489-0		Established to account for the ad valorem tax revenues generated by the five-cent capital facility property tax levy, principal resources are derived from capital facilities property taxes and investment earnings. Proceeds are restricted for the purchase, renovation and repayment of medium-term financing of capital assets.	NRS 354.59815 & NRS 354.598155	39,912,798	0

Construction 4XX

	A	B	C	D	E	F	G	H
1								
2	<b>Function</b>	<b>Fund</b>	<b>Fund Center</b>	<b>Program Title</b>	<b>Description/Purpose Statement</b>	<b>List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)</b>	<b>FY 08-09 Adopted Budget</b>	<b>Authorized FTEs assigned</b>
10	Public Safety	Infrastructure Fund	494-0	Truckee River Flood Project Management	To account for the resources derived from .125% Infrastructure Sales Tax. The sales tax and investment earnings are to be used for various flood control projects, public safety projects and to pay principal and interest on debt issued for eligible projects.	Bill No. 1223 - Amending WCC Chapter 20-Imposing Infrastructure Sales Tax of 1/4 cent (1/8 cent railroad separation project-paid directly to the City of Reno and 1/8 cent flood control & public safety projects)	84,847,300	0

Enterprise Funds 5XX

	A	B	C	D	E	F	G	H
1								
2	<b>Function</b>	<b>Fund</b>	<b>Fund Center</b>	<b>Program Title</b>	<b>Description/Purpose Statement</b>	<b>List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)</b>	<b>FY 08-09 Adopted Budget</b>	<b>Authorized FTEs assigned</b>
3	Culture & Recreation	Golf Course Fund	RP 520-0		Washoe Golf Course and Sierra Sage Golf Courses are 18-hole regulation length golf courses. Facilities at each include a clubhouse, which includes a golf pro shop, outdoor barbecue area, and a restaurant. A driving range, cart storage and maintenance facility are also located on the courses. Washoe hosts approximately 45,000 rounds and Sierra approximately 30,000 rounds per year.		1,786,250 operating expenses	17.01

Enterprise Funds 5XX

	A	B	C	D	E	F	G	H
1	Function	Fund	Fund Center	Program Title	Description/Purpose Statement	List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)	FY 08-09 Adopted Budget	Authorized FTEs assigned
2	Public Safety	Building Safety Fund	560-0		The Building and Safety Department reviews plans for code conformance, issues building permits on approved plans, inspects construction in process to insure that it conforms to plan specifications, and issues occupancy permits when all building permit conditions have been met and completed. Building and Safety also processes and enforces building code violations per legal authority granted by the Nevada Revised Statutes and presents regular code updates to the Board of County Commissioners for adoption and inclusion in the County's building code.	NRS 278.563 through NRS 278.589; NRS 354.59891& NRS 354.59893; NRS 701.230; NRS 239.052-239.055; NRS 278.4983; NRS 623.330-623.335; NRS 624.031-624.035	2,804,973 operating expenses	25
4	Utilities	Water Resources Fund	RP 566-0		The Washoe County Department of Water Resources (DWR) provides integrated management of water supply, wastewater treatment, effluent reuse, ground water remediation, and water resource planning. Washoe County is the only government in Nevada that has combined these important water resource management services in one department. The Department has four divisions:		\$32,383,855 operating budget	104.9
5	Utilities	STMGID	RP 568-0	STMGID	Established in 1981, the fund accounts for operations of the district water services, including related capital assets and depreciation	NRS 318-General Improvement Districts	\$2,495,599 Operating Budget	
6								

Internal Service Funds 6XX

	A	B	C	D	E	F	G	H
1	Function	Fund	Fund Center	Program Title	Description/Purpose Statement	List the Specific Statutory Authority to Provide the Programs (federal law, state law, county code, regulations, case law etc.)	FY 08-09 Adopted Budget	Authorized FTEs assigned
2		Risk Management	619-0					
3					The Risk Management Division self-administers all claims against the County for bodily injury and property damage liability; investigates and settles all claims involving damage to County property; monitors and settles all complaints resulting in litigation against the County; administers the County's self-insured workers' compensation program; provides safety inspections of all County facilities and safety training for employees; and reviews all contracts to insure that the County has been properly indemnified for actions of the contractor that may result in injury. Risk Management is a division of the Finance Department.	NRS 616B.424 and 616B.427 (Self-Insured Work Comp)		4
4		Equipment Services	669-0		This Internal Service Fund was created to track revenues received and expenditures made for the purchase, maintenance, repair, and replacement of fleet vehicles and specialized heavy equipment used by Washoe County departments. Under the management of t	March 20, 1984 The BCC approved a resolution to combine the Central Motor Vehicle Fund (Fund 63) and the Heavy Equipment Fund (Fund 69) into one fund to be called the Equipment Services Fund (Fund 69).	9,060,832	26.78