City of Carson City Agenda Report

Date Submitted: April 20, 2012 Agenda Date Requested: May 3, 2012

Time Requested: Consent

To: Mayor and Supervisors

From: Max Cortes, Court Administrator

Subject Title: Possible Action: To approve the First Judicial District Court proposed budget for fiscal year 2013 for \$27,756 for an estimated reimbursement from the State Child Support Enforcement Program in the amount of \$24,074 and the proposed budget for fiscal year 2014 for \$28,336 for an estimated reimbursement from the State of Child Support Enforcement Program in the amount of \$24,605.

Staff Summary: On March 17, 2011, the Board of Supervisors approved an Interlocal contract between the State of Nevada acting by and through its Department of Health and Human Services, Division of Welfare and Supportive Services, the First Judicial District Court and Storey County and Carson City, to recruit and appoint court masters to hold child support hearings and other matters properly related thereto. Each fiscal year, the First Judicial District Court must submit budget requests to the State of Nevada. As a requirement by the State of Nevada, proposed budgets for fiscal years 2013 and 2014 must be approved by the Board of Supervisors to receive reimbursement from the State of Nevada and to ensure budgets approved by the state are consistent with budgets approved by the Board of Supervisors. The State of Nevada reimburses 100% of the salary and benefits for the time the Juvenile Special Master spends on child support matters and 66% of the salary and benefits for all other employees who assist with the adjudication of child support matters.

Type of Action Requested: (check one)	
() Resolution (_X) Formal Action/Motion	Ordinance Other (Specify)
Does This Action Require A Business Im	pact Statement: () Yes (_X) No

Recommended Board Action: I move to approve the First Judicial District Court proposed budget for fiscal year 2013 for \$27,756 for an estimated reimbursement from the State Child Support Enforcement Program in the amount of \$24,074 and the proposed budget for fiscal year 2014 for \$28,336 for an estimated reimbursement from the State of Child Support Enforcement Program in the amount of \$24,605.

Explanation for Recommended Board Action: Carson City will receive an estimated reimbursement in the amount of \$24,074 for fiscal year 2013 and \$24,605 for fiscal year 2014 from the Department of Health and Human Services, Division of Welfare and Supportive

Services, for City employees who are assigned to assist in the adjudication process of child support matters.

Applicable Statue, Code, Policy, Rule or Regulation: NRS 277.180 Interlocal contracts.

- 1. Any one or more public agencies may contract with any one or more other public agencies to perform any governmental service, activity or undertaking which any of the public agencies entering into the contract is authorized by law to perform.
 - 2. If it is reasonably foreseeable that a public agency will be required to:
 - (a) Expend more than \$25,000 to carry out a contract, the contract must:
- (1) Set forth fully the purposes, powers, rights, objectives and responsibilities of the contracting parties;
- (2) Be ratified by appropriate official action of the governing body of each party to the contract as a condition precedent to its entry into force;
- (3) If an agency of this State is a party to the contract, be approved by the Attorney General as to form and compliance with law; and
 - (4) Be in writing.
- (b) Expend \$25,000 or less to carry out a contract, each participating public agency shall maintain written documentation of the terms of the contract for at least 3 years after the date on which the contract was entered into.
- 3. The authorized purposes of agreements made pursuant to subsection 1 include, but are not limited to:
- (a) The joint use of hospitals, road construction and repair equipment, and such other facilities or services as may and can be reasonably used for the promotion and protection of the health and welfare of the inhabitants of this State.
- (b) The joint use of county and city personnel, equipment and facilities, including sewer systems, drainage systems, street lighting systems, fire alarm systems, sewage disposal plants, playgrounds, parks and recreational facilities, and public buildings constructed by or under the supervision of the board of county commissioners or the city council of the county and city concerned, upon such terms and agreements, and within such areas within the county as may be determined, for the promotion and protection of health, comfort, safety, life, welfare and property of the inhabitants of the counties and cities.
- (c) The joint employment of clerks, stenographers and other employees in the offices of the city and county auditor, city and county assessor, city and county treasurer, or any other joint city and county office existing or hereafter established in the several counties, upon such terms and conditions as may be determined for the equitable apportionment of the expenses of the joint city and county office.
- (d) The joint and cooperative use of fire-fighting and fire-protection equipment for the protection of property and the prevention and suppression of fire.
- (e) The joint use of county and city personnel, equipment and facilities, upon such terms and conditions, and within such areas within the county as may be determined, for the promotion and protection of the health of the inhabitants of the county and city through the regulation, control and prohibition of the excessive emission of dense smoke and air pollution.
 - (f) The joint and cooperative use of law enforcement agencies.
 - (g) The joint use or operation of a system of public transportation.

4. Each public agency which has entered into an agreement pursuant to this section shall annually at the time of preparing its budget include an estimate of the expenses necessary to carry out such agreement, the funds for which are not made available through grant, gift or other source, and provide for such expense as other items are provided in its budget. Each such public agency may furnish property, personnel or services as necessary to carry out the agreement.

(Added to NRS by 1965, 1334; A 1967, 699; 1973, 1077; 1999, 2173; 2001, 808, 1080, 1083; 2007, 499)

Fiscal Impact: Reimbursement to the General Fund in the amount of \$24,074 for fiscal year 2013 and \$24,605 for fiscal year 2014.

Funding Source: n/a

Supporting Material: First Judicial District Court's proposed fiscal year 2013 and 2014 budgets. Letter from the State of Nevada dated March 12, 2012.

Prepared By: Max Cortes, Court Administrator

Reviewed By:

Clarics	Russell, First Judicial District Court Judge, Dept	Date: 4/23/12
Clarics	Sample	Date: 4/23/12
City Manager	Date: 4/24/12	
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First Judicial District Court Budget for 07/01/2013 - 06/30/2014

Position	Salary 07/01/13 - 06/30/14	i	Fringe Benefits	IVD Activity and % of Time Spent Annually	Non IVD Activity and % of Time Spent Annually	Annual Salary/Benefits Apportioned to IVD Activities	Annual Salary/Benefits	fits ivities
				O		Salary: Fringe:	es es	11,690
(1) Special Hearing Master	\$ 109,973	- CA10	\$ 43,967	TOTAL: 10.63%	Juvenile Court Master: 89.37%	Total:	8	16,364
						Salary:	↔	2,463
(1) Security	\$ 46.	46,033	\$ 33,945	Courtroom Security: 5.35%	Courthouse/Courtroom Security: 94.65%	Fringe: Total:	8	1,816
						Salary:	\$	1,479
						Fringe:	\$	963
(1) Court Clerk	\$ 41,	41,430	\$ 26,964	Case Processing: 3.57%	Clerical Work: 96.43%	Total:	æ	2,442
						Salary:	s	1,325
						Fringe:	\$	813
(1) Court Clerk	\$ 37,	37,103	\$ 22,777	Case Processing: 3.57%	Clerical Work: 96.43%	Total:	\$	2,138
						Salary:	€?	1,437
						Fringe:	\$	9/9
(1) Court Clerk	\$ 40,	40,261	\$ 18,942	Case Processing: 3.57%	Clerical Work: 96.43%	Total:	\$	2,113
Training/Travel	\$ 1,000.00	00.					8	1,000
Equipment							8	1
Total							sə.	28,336
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First Judicial District Court Budget for 07/01/2012 - 06/30/2013

Position	Salary 0	Salary 07/01/12 - 06/30/13	Fringe Benefits	nefits	IVD Activity and % of Time Spent Annually	Non IVD Activity and % of Time Spent Annually	Annual Salary/Benefits Apportioned to IVD Activities	Annual Salary/Benefits	efits ctivities
					Court Prep: 5.28% Hearings: 5.35%		Salary: Fringe:	es es	11,350
(1) Special Hearing Master	\$	106,769	\$ 43,	43,056	%	Juvenile Court Master: 89.37%	Total:	8	15,927
					PREPARED AND AND AND AND AND AND AND AND AND AN				
							Colorer	e	2 162
						Courthouse/Courtroom	Fringe:	9 69	1,787
(1) Security	\$	46,033	\$ 33,	33,395 C	Courtroom Security: 5.35%	Security: 94.65%	Total:	s	4,250
							Salary:	€3	1,479
							Fringe:	€>	950
(1) Court Clerk	æ	41,430	\$ 26,	26,605 C	Case Processing: 3.57%	Clerical Work: 96.43%	Total:	S	2,429
							Salarv:	€	1.286
A CAN CONTRACTOR							Fringe:	· 69	802
(1) Court Clerk	&	36,023	\$ 22,	22,462 C	Case Processing: 3.57%	Clerical Work: 96.43%	Total:	S	2,088
							Salary:	↔	1,395
							Fringe:	€9	299
(1) Court Clerk	\$	39,088	\$ 18,	18,694 C	Case Processing: 3.57%	Clerical Work: 96.43%	Total:	\$	2,062
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Training/Travel	€>	1,000.00						S	1,000
Equipment								es.	l
Total								¥	27.756
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STATE OF NEVADA DEPARTMENT OF HEALTH AND HUMAN SERVICES DIVISION OF WELFARE AND SUPPORTIVE SERVICES

Child Support Enforcement Program

1470 College Parkway Carson City, Nevada 89706-7924 (775) 684-0704 • Fax (775) 684-0702 MICHAEL J. WILLDEN Director

> Diane Comeaux Administrator

BRIAN SANDOVAL Governor

March 12, 2012

James T. Russell, Chief Judge 1st Judicial District Court 885 East Musser Street Carson City NV 89701

Dear Judge Russell:

In accordance with the interlocal contract, Attachment B, two years of budget requests for State Fiscal Years 2013 and 2014 are required. They are due in Central Office no later than May 1, 2012. Each Judicial District must have an approved budget on file to receive reimbursement for expenditures. To ensure budgets approved by the State are consistent with budgets approved by the county commissioners, please submit your budget request to the county commission first; then, forward the commissioners' approved budget to the Child Support Enforcement Unit in Central Office at the address listed above. If you will not have a budget approved by the county commission by May 1, 2012, please submit a provisional budget including the date when the budget approved by the county commission will be submitted to Central Office.

Budget requests must include back-up documentation to justify all expenditures. All expenditures, including modular furniture units, in excess of \$5,000 must be capitalized and depreciated per OMB Circular A-87. An additional requirement is to include a current equipment inventory report with the budget request. The inventory report should include the item (type, model, manufacturer and serial number), date of purchase, purchase amount, depreciation, licensing, warranty period and, if applicable, the term of any associated maintenance agreement.

Budget requests containing proposed increases over funding provided in the current year must include a detailed analysis and spreadsheet validating how the increased budget authority can be negated through a proportionate increase in child support collections.

Upon approval of the annual budget by state staff, county personnel are responsible for submitting all requests for reimbursement in accordance with OMB Circular A-87. All claims for reimbursement must be addressed to the Chief of the Child Support Enforcement Program. Claims must be submitted within thirty days of the end of the month in which the expenses are incurred, unless the Chief grants an approval for an extension.

The standardized invoice billing format must be used again this year. This is necessary to streamline the reimbursement process. The format is very similar to that used by most offices. You will no longer be required to submit the required documentation on a monthly basis; however, the required documentation must be retained at each office and available for inspection and review by federal and state auditors. Costs must be clearly identifiable on the invoice to ensure the allowable expenditure can be easily determined by staff reviewing the invoice. For example, supplies must be itemized with associated costs.

General budget claims must be submitted on county letterhead; signed by the responsible party (including name and title); and submitted in accordance with the interlocal agreement, OMB Circular A-87 and the approved budget. The request for reimbursement must show total expenses and the reimbursement rate, typically 66%.

Compensation for Hearing Master services are reimbursed at the contractual rate - up to 100% of the actual time worked in Child Support Enforcement.

Travel claims must be submitted on either county or state travel claim forms that include: the language and signature declaring the claimant is submitting an accurate claim; the dates and times the claimant entered and ended travel status; the purpose of the trip (attach conference schedules, if applicable); and itemized costs. Travel is reimbursed at the state rate pursuant the State Administration Manual, Section 200. If travel claims are completed showing the county rates (per diem, mileage, etc.), also include the state rate on the form for reimbursement.

If you have any questions, please contact me at (775) 684-0752 or via email at ckaplan@dwss.nv.gov.

Sincerely,

Cathy Kaplan, Program Specialist

CK/cc

cc: Maxine Cortes, Court Administrator