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STATE OF NEVADA  
COUNTY OF WASHOE

SS. Tana Ciccotti

being first duly sworn, deposes and says:  
I am as the legal clerk of the RENO GAZETTE-JOURNAL, a daily newspaper published in Reno, Washoe County, State of Nevada, that the notice:

of ordinance  
\_\_\_\_\_  
\_\_\_\_\_

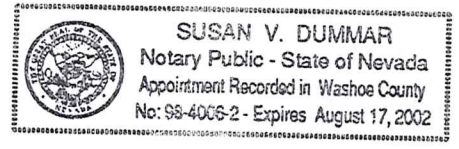
of which a copy is hereto attached, has been published in each regular and entire issue of said newspaper on the following dates to wit:

March 22, 29, 1999  
\_\_\_\_\_

Signed T. Ciccotti

Subscribed and sworn to before me this  
31<sup>st</sup> day of Mar, 1999

Susan V. Dummar  
Notary Public



**PROOF OF PUBLICATION**

**NOTICE OF ADOPTION  
WASHOE COUNTY ORDINANCE  
NO. 1058**

NOTICE IS HEREBY GIVEN THAT: Bill No. 1234 Ordinance No. 1058 entitled AN ORDINANCE REPEALING AND AMENDING CERTAIN SECTIONS OF THE WASHOE COUNTY CODE BY ADDING PROVISIONS CREATING THE DEPARTMENT OF FINANCE, CREATING DIVISIONS WITHIN THE DEPARTMENT OF FINANCE, INCLUDING THE BUDGET DIVISION, THE COLLECTIONS DIVISION, THE RISK MANAGEMENT DIVISION AND THE OFFICE OF THE COMPTROLLER, AND OTHER MATTERS PROPERLY RELATING THERETO was adopted on March 16, 1999, by Commissioners Joanne Bond, Jim Gallo-way, Pete Sierrazza, Jim Shaw, and Ted Short and will become effective on Wednesday, March 31, 1999.

Typewritten copies of the ordinance are available for inspection by all interested persons at the office of the County Clerk, 75 Court Street, Reno, Nevada.

AMY HARVEY, Washoe County Clerk  
No.1222 Mar 22,29, 1999

22 MAR - 5 11:15 AM '99

SUMMARY: An ordinance repealing and amending certain sections of the Washoe County Code and by adding provisions creating the department of finance, creating divisions within the department of finance, and creating the position of director of finance.

BILL NO. 1234

ORDINANCE NO. 1058

AN ORDINANCE REPEALING AND AMENDING CERTAIN SECTIONS OF THE WASHOE COUNTY CODE AND BY ADDING PROVISIONS CREATING THE DEPARTMENT OF FINANCE, CREATING DIVISIONS WITHIN THE DEPARTMENT OF FINANCE, INCLUDING THE BUDGET DIVISION, THE COLLECTIONS DIVISION, THE RISK MANAGEMENT DIVISION AND THE OFFICE OF THE COMPTROLLER, AND PROVIDING OTHER MATTERS PROPERLY RELATING THERETO.

THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF WASHOE DO ORDAIN:

SECTION 1. Sections 15.192 and 15.193 of the Washoe County Code are hereby repealed.

SECTION 2. Chapter 15 of the Washoe County Code is hereby amended by adding thereto the provisions set forth as sections 3 to 8, inclusive, of this ordinance.

SECTION 3.

15.460 Department of finance: Creation.

1. The department of finance is hereby created.
2. The department is responsible for the functions and administration of all programs relating to finance, budget, risk management, and collections, and to the degree allowed by law, administrative oversight of the functions of the comptroller.

SECTION 4.

15.465 Divisions of the department of finance. The department of finance shall consist of:

1. The budget division.
2. The collections division.
3. The risk management division.
4. The comptroller's office.

SECTION 5.

15.470 Creation of position of director of finance.

1. The position of director of finance is hereby created.
2. The director shall be appointed by the county manager and shall serve at the pleasure of the county manager. The director shall be the executive head of the department and shall:

- (a) Possess such qualifications as are determined by the county manager.
- (b) Be in the unclassified service of the county.
- (c) Perform such other duties as are imposed by the county manager and the board of county commissioners.
- (d) Report to the county manager.

3. To the extent allowed by law with respect to the comptroller and with respect to the other divisions, the director shall direct and supervise all administrative, technical, and operational activities of the department. The director shall perform such other assignments as the board of county commissioners and county manager may direct.

4. The director's salary shall be fixed by the county manager within the range approved by the board of county commissioners.

#### SECTION 6.

15. 475 Manager of collections division: Position created; appointment; salary; powers and duties.

1. The position of manager of the collections division is hereby created. The manager shall be appointed by the county manager upon recommendation of the director of finance and is in the unclassified service of the county. The manager of the collections division serves at the pleasure of the county manager at a salary to be fixed by the county manager within the range approved by the board of county commissioners.

2. The manager shall oversee all functions of the collections division, including the establishment of a centralized billing and collections system as provided in section 15.191, and shall supervise employees the county manager authorizes to be employed by the county and assigns to the division. The manager shall report to the director of finance.

#### SECTION 7.

15.480 Comptroller: Appointment; salary; duties.

1. The position of comptroller is hereby created. The comptroller, with the confirmation of the board of county commissioners, shall be appointed by the county manager. The comptroller shall be in the unclassified service of the county. The comptroller serves at the pleasure of the board.

2. The comptroller shall be the chief fiscal officer of the county and perform all the duties required of county auditors and comptrollers under chapter 251 of NRS, or any other applicable law of the State of Nevada, including the Washoe County Code.

3. The comptroller shall be under the day-to-day management and administrative oversight of the county manager through the director of finance, to the extent allowed by law.

4. The comptroller's salary shall be fixed by the board of county commissioners within the range approved by the board and upon recommendation of the county manager.

SECTION 8.

15.485 Manager of budget division: Position created; appointment; powers and duties; salary.

1. The position of manager of the budget division is hereby created. The manager of the budget division shall be appointed by the county manager upon recommendation of the director of finance and serves at the pleasure of the county manager. The manager shall be appointed into the unclassified service of the county.

2. Pursuant to chapter 354 of the NRS, the manager shall be the person designated by Washoe County to administer the budget. The manager shall oversee all functions of the budget division and shall supervise employees whom the county manager authorizes to be employed by the county and assigned to the division. The manager shall report to the director of finance.

3. The manager's salary shall be fixed by the county manager within the range approved by the board of county commissioners.

SECTION 9. Section 15.220 of the Washoe County Code is hereby amended to read as follows:

15.220 Investments: Composition, responsibilities of investment committee.

1. An investment committee consisting of two county commissioners, including the chairman, the county manager, the director of finance, the county comptroller and the county treasurer is hereby created. The chairman of the board of county commissioners shall be the chairman of the investment committee and shall appoint the remaining commissioner member of the investment committee.

2. The investment committee shall:

(a) Establish the types of investments considered proper for the county, within the framework of the statutes of the State of Nevada regarding investment media acceptable for counties, and recognizing the conflicting desires for maximum safety and maximum yield.

(b) Determine the specific banks, investment houses, brokerage firms and other financial institutions which should be used in pursuing the county's investment program.

(c) Determine the levels of compensating balances which the county should maintain to reimburse the depositories for services rendered, if any.

(d) Determine the reporting requirements desired to evaluate past performance and to highlight possible additional opportunities to increase investment income.

(e) Require the county treasurer to submit an annual report to the board setting forth information on the investments made by the county during the preceding year.

3. Nothing in this ordinance limits the right of a local government, as defined in NRS 354.474 (but not including the county), whose moneys are held in trust by the county to direct

the receipt, disbursement and investment of its money independently of the system provided for in this ordinance, where such independent direction is otherwise authorized by law.

SECTION 10. Section 15.390 of the Washoe County Code is hereby amended to read as follows:

15.390 Review procedures.

1. Annually, the county manager shall request a report from each department head as to all rates being charged that are not specified by law, contract or ordinance. The reports shall be reviewed by the budget manager who will determine the extent of compliance with the policy of sections 15.370 to 15.390, inclusive, and make recommendations to the assistant county manager for finance as to changes that should be considered.

2. The assistant county manager for finance shall, after consultation with the department heads involved, make recommendations to the board of county commissioners concerning any modifications of rates to be charged.

SECTION 11. Section 65.010 of the Washoe County Code is hereby amended to read as follows:

65.010 Definitions. As used in sections 65.010 to 65.260, inclusive, the words and terms defined herein shall have the following meaning:

1. "Division" means the division of risk management of the department of finance.

2. "Health benefits program" means a program to provide health benefits to eligible county officers and employees, including the maintenance of the appropriate funds, insurance, or combination thereof, to provide such benefits.

3. "Property/casualty program" means a program to cover risks involving county property and county operations, to adjust claims made against the county by third parties, and includes the maintenance of the appropriate funds, insurance, or combination thereof, to provide such coverage.

4. "Safety program" means a program to provide a safe work environment for county officers and employees, to monitor accidents and incidents in the workplace, and to administer a program of industrial insurance for workplace injuries.

SECTION 12. Section 65.020 of the Washoe County Code is hereby amended to read as follows:

65.020 Creation of risk management division.

1. There is hereby created the Washoe County division of risk management, which is a division of the department of finance.

2. The purpose of the division is to administer the health benefits program, the property/casualty program and the safety program of the county.

SECTION 13. Section 65.030 of the Washoe County Code is hereby amended to read as follows:

65.030 County risk manager: Creation; powers; duties.

1. The position of county risk manager is hereby created. The risk manager shall be appointed by the county manager upon recommendation of the director of finance and serves at the pleasure of the county manager. The county risk manager is in the unclassified service of the county, and shall receive a salary to be set by county manager within the range approved by the board of county commissioners.

2. The risk manager shall:

- (a) Administer the risk management division, including administration of the health benefits program, the property/casualty program and the safety program of the county;
- (b) Administer the self-insurance funds;
- (c) Review and approve or disapprove all expenditures from the funds;
- (d) Pursue subrogation where feasible;
- (e) Administer all contracts related to the health benefits program, the property/casualty program, and the safety program;
- (f) Develop, initiate and carry out systems of premium charges and deductibles where feasible;
- (g) Recommend levels of self-funding and purchased insurance which will protect the operating revenues of Washoe County from the effects of claims and litigation;
- (h) Analyze and assess the risks of county activities and business transactions and make recommendations to minimize the risks presented by such activities; and
- (i) Review all claims and suits against Washoe County, initiate investigations, coordinate the defense of Washoe County and maintain all necessary records to insure that adequate data are available for use when reviewing self-insurance funding levels. In the absence of the risk manager, the director of finance shall perform the duties specified in this subsection.

SECTION 14. Section 65.220 of the Washoe County Code is hereby amended to read as follows:

65.220 Use, form, contents of written documentation of accidents, incidents. Departmental reports and any other materials relating to an accident or incident which are submitted to the county risk manager pursuant to section 65.210:

- 1. Remain the property of the department or office which submitted the report or other material.
- 2. Are confidential and shall not be released to any person other than the district attorney, the county safety officer, the county manager, the director of finance and the county risk manager unless the approval of the district attorney is first obtained, except that the county risk manager may release the following reports and materials to a claimant or his legal representative:

(a) Accident, incident or injury reports specifically made on forms provided by the county risk manager and prepared for the county risk manager; and

(b) Booking and Property Reports, sheriff's office form S-15, pertaining to any claim that the sheriff's office lost the property of an inmate.

The county risk manager or county safety officer shall provide access to records as provided in NAC 618.577.

3. Are for use in accident prevention, loss control and such disciplinary action as may be warranted against the employee involved.

4. Shall be submitted in such form as may be prescribed by the county risk manager.

5. May include estimates of vehicle, property and liability losses as well as information sufficiently detailed to disclose, with reference to the accident or incident, its cause, the conditions then existing and the persons and property involved.

SECTION 15. Section 65.240 of the Washoe County Code is hereby amended to read as follows:

65.240 Authority of county risk manager to administer claims on behalf of Washoe County.

1. The county risk manager shall review all claims submitted to or by Washoe County and shall either approve or disapprove such claims pursuant to the provisions of this section.

2. The county risk manager may settle a claim up to \$1,000. Once a week, the risk manager shall prepare a list of all claims which have been settled pursuant to this subsection and forward it to the director of finance.

3. The county risk manager, after consultation with the director of finance and the district attorney, has sole authority to negotiate and settle any claim or suit for damages payable by or recoverable to the county if the amount sought in the claim or suit is less than \$10,000.

4. The county manager, after consultation with the county risk manager, the director of finance and the district attorney, has sole authority to settle any claim or suit for damages payable by or recoverable to the county if the amount sought in the claim or suit is \$10,000 or more but less than \$25,000.

5. The board of county commissioners, after consultation with the county risk manager and district attorney, has sole authority to settle any claim or suit for damages payable by or recoverable to the county if the amount sought in the claim or suit is \$25,000 or more.


Proposed on the 16th day of February 1999.  
Proposed by Commissioner Joanne Bond.  
Passed on the 16th day of March 1999.

Vote:

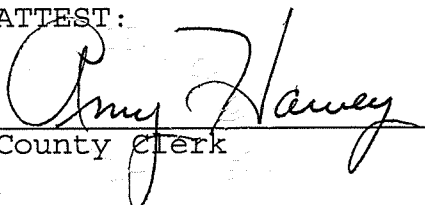
Ayes: Joanne Bond, Jim Galloway, Pete Sferrazza,  
Ted Short, and Jim Shaw

Nays:

Absent:

  
\_\_\_\_\_  
Chairman  
Washoe County Commission

ATTEST:

  
\_\_\_\_\_  
County clerk

This ordinance shall be in force and effect from and after the  
31st day of March, 1999.