

NEVADA STATE JOURNAL

PROOF OF PUBLICATION

STATE OF NEVADA }
COUNTY OF WASHOE } ss.

SUSAN KLEBINOW

being first duly sworn, deposes and says: That she is the legal clerk of THE NEVADA STATE JOURNAL, a daily newspaper published at Reno, in Washoe County, in the State of Nevada.


That the notice /390.....

.....
of which a copy is hereto attached, was first published in said newspaper in its issue dated the 3d day of August, 1974 and August 10, the full period of 2 days, the last publication thereof being in the issue dated the 10th day of August, 1974...

Signed Susan Klebinow...

Subscribed and sworn to before me this 12th day of August, 1974

Hugh E. Robinson
Notary Public

 HUGH E. ROBINSON
Notary Public — State of Nevada
Washoe County
My Commission Expires Dec. 1, 1976

NOTICE OF COUNTY ORDINANCE
Notice is hereby given that Bill No. 390, amending Ordinance No. 217 and adopting Ordinance No. 223, entitled "An Ordinance establishing general receiving and disbursing systems for the handling of county monies and systems for the handling of equity monies and monies held in trust by Washoe County or by its agencies or employees or officers, establishing elected or appointed officers, establishing policies to be implemented by the handling of cash receipts and disbursements and procedures to be followed in carrying out the administering bank accounts, imposing penalties and limitations investment of funds, and terms; hereby directing procedures to be followed by various County departments and agencies in the implementation of policies and disbursements; and providing other matters properly relating thereto", was adopted on July 23, 1974, by Commissioners Nelson, Pagan and Crow all voting aye, with Commissioners Rusk and Scott being absent.
Typewritten copies of the Ordinance are available for inspection by all interested persons at the office of the County Clerk.
H.E. ROBINSON, County Clerk
324000 390 Aug. 3-10

SUMMARY: Amends Central Receiving and Disbursing Ordinance to specify composition and responsibilities of Investment Committee; delineates procedures to be followed by various county officers.

BILL NO. 390

ORDINANCE NO. 235

AN ORDINANCE TO AMEND THE TITLE OF AND TO AMEND WASHOE COUNTY ORDINANCE NO. 217 ENTITLED "AN ORDINANCE ESTABLISHING CENTRAL RECEIVING AND DISBURSING SYSTEMS FOR THE HANDLING OF COUNTY MONEYS AND MONEYS HELD IN TRUST BY WASHOE COUNTY OR BY ITS ELECTED OR APPOINTED OFFICERS; ESTABLISHING POLICIES TO BE IMPLEMENTED FOR THE HANDLING OF CASH RECEIPTS AND DISBURSEMENTS AND PROCEDURES TO BE FOLLOWED IN ESTABLISHING AND ADMINISTERING BANK ACCOUNTS; PROVIDING GUIDELINES FOR THE INVESTMENT OF SURPLUS MONEYS AND LIMITATIONS THEREON; DEFINING CERTAIN WORDS AND TERMS; DELINEATING PROCEDURES TO BE FOLLOWED BY VARIOUS COUNTY DEPARTMENTS AND AGENCIES IN THE IMPLEMENTATION OF POLICIES ESTABLISHED FOR THE HANDLING OF CASH RECEIPTS AND DISBURSEMENTS; AND PROVIDING OTHER MATTERS PROPERLY RELATING THERETO."

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

Section 1. Section 1 of Ordinance No. 217 is hereby amended to read as follows:

Section 1. Short title. This ordinance, enacted pursuant to the authority contained in subsection 1 of NRS 244.207 shall be known and may be cited as the Central Receiving and Disbursing Ordinance.

Sec. 2. Section 7 of Ordinance No. 217 is hereby amended to read as follows:

Section 7. Investments: Composition, responsibilities of Investment Committee.

1. An investment Committee consisting of three County Commissioners including the Chairman, the County Manager, the Management Analyst, 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 two remaining Commissioner members 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 yields.

(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.

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

(e) Establish an annual reporting requirement, including a format, to the board for its review and comments.

1.

3. Nothing in this ordinance shall limit 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 moneys independently of the system provided for in this ordinance, where such independent direction is otherwise authorized by law.

Sec. 3. Section 8 of Ordinance No. 217 is hereby amended to read as follows:

Section 8. County Assessor: Procedures. The provisions of section 4 of this ordinance shall be complied with in all respects, except for the following:

1. Subsection 1 of section 4:
 - (a) All moneys processed shall be deposited with the County Treasurer on the next-following work day.
 - (b) The department shall advise the County Manager in writing periodically concerning moneys received but not processed. Such advice shall indicate the estimated number of such payments, the estimated dollar amount, the estimated time yet to elapse before the payments will be processed, and the reasons for the delay.
2. Subsection 2 of section 4: There are no exceptions.
3. Subsection 3 of section 4: Refunds on moneys previously received shall be made by check on the departmental bank account, and a credit receipt issued to handle the accounting.
4. Subsection 4 of section 4: There are no exceptions.
5. Subsection 5 of section 4: There are no exceptions.
6. Subsection 6 of section 4: There are no exceptions.

Sec. 4. Section 9 of Ordinance No. 217 is hereby amended to read as follows:

Section 9. County Clerk: Procedures. The provisions of section 4 of this ordinance shall be complied with in all respects, except for the following:

1. Subsection 1 of section 4: All moneys received shall be deposited to applicable bank accounts on the next-following work day.
2. Subsection 2 of section 4:
 - (a) All moneys received for County Clerk's fees shall be deposited to the credit of the County Treasurer's main account.
 - (b) All amounts above \$25,000 in the County Clerk's trust account shall be transferred by check to the County Treasurer each Friday by 9:00 a.m. If court orders for payment of trust fund moneys exceed the balance in the account, the County Clerk shall request the return of moneys from the County Treasurer to the extent necessary to bring the balance of the account back to \$25,000.
3. Subsection 3 of section 4: There are no exceptions.
4. Subsection 4 of section 4: There are no exceptions.
5. Subsection 5 of section 4: There are no exceptions.
6. Subsection 6 of section 4: There are no exceptions.

Sec. 5. Section 10 of Ordinance No. 217 is hereby amended to read as follows:

Section 10. County Recorder: Procedures. The provisions of section 4 of this ordinance shall be complied with in all respects, except for the following:

1. Subsection 1 of section 4: All moneys received shall be deposited to applicable bank accounts on the next-following work day.
2. Subsection 2 of section 4: All moneys received shall be deposited to the credit of the County Treasurer's main account.
3. Subsection 3 of section 4: There are no exceptions.
4. Subsection 4 of section 4: The procedure manual shall be developed within 90 days of the effective date of this section of this ordinance.
5. Subsection 5 of section 4: There are no exceptions.
6. Subsection 6 of section 4: There are no exceptions.

Sec. 6. Ordinance No. 217 is hereby amended by adding thereto sections 11 to 16, inclusive, which shall read as follows:

Section 11. Sheriff: Procedures. The provisions of section 4 of this ordinance shall be complied with in all respects, except for the following:

1. Subsection 1 of section 4:
 - (a) All moneys received from license applications shall be deposited in the Sheriff's License Applicant Account. When an application is approved by the County Licensing Board, the appropriate license fee shall be transferred to the County General Account. If an applicant withdraws his application prior to investigation and approval by the County Licensing Board, the fee shall be returned to the applicant by the Sheriff.
 - (b) All receipts of trust moneys shall be deposited in the appropriate Sheriff's trust accounts and shall be paid out only by appropriate orders of a court of competent jurisdiction.
 - (c) All other moneys earned by the Sheriff's Department shall be deposited in the Sheriff's General Account within 3 days of having earned them.

2. Subsection 2 of section 4: Each Friday at 9:00 a.m., the maximum cash available in the Sheriff's General Account shall be transferred to the County Treasurer by check, and, on or before the 5th day of the following month, final settlement as required by law shall be made by check to the County Treasurer. Nothing in this subsection shall prohibit the Sheriff or his representative from early payment of moneys received if it is deemed appropriate.

3. Subsection 3 of section 4: All moneys received shall be deposited intact; that is, moneys received shall not be used to pay bills, cash personal checks, or be used in any other type of transaction which will interfere with the concept that all moneys received will be deposited in the form in which they were received.

4. Subsection 4 of section 4: The procedure manual shall be developed within 90 days of the effective date of this section of this ordinance.

5. Subsection 5 of section 4: There are no exceptions.
6. Subsection 6 of section 4: There are no exceptions.

Section 12. County Building Inspector: Procedures. The provisions of section 4 of this ordinance shall be complied with in all respects, except for the following:

1. Subsection 1 of section 4: All moneys received shall be deposited on the next-following work day.

2. Subsection 2 of section 4: Each Friday by 9:00 a.m., the maximum cash available in the County Building Inspector's bank account shall be transferred to the County Treasurer by check, and at month-end final settlement as required by law shall be made by check to the County Treasurer.

3. Subsection 3 of section 4: There are no exceptions.
4. Subsection 4 of section 4: The procedure manual shall be developed within 90 days of the effective date of this section of this ordinance.
5. Subsection 5 of section 4: There are no exceptions.
6. Subsection 6 of section 4: There are no exceptions.

Section 13. Probation Department and Detention Home: Procedures. The provisions of section 4 of this ordinance shall be complied with in all respects, except for the following:

1. Subsection 1 of section 4: All moneys received shall be deposited in the applicable bank accounts on Friday of each week.
2. Subsection 2 of section 4: All moneys received shall be deposited to the credit of the County Treasurer's main account.
3. Subsection 3 of section 4: There are no exceptions.
4. Subsection 4 of section 4: The procedure manual shall be developed within 90 days of the effective date of this section of this ordinance.
5. Subsection 5 of section 4: There are no exceptions.
6. Subsection 6 of section 4: There are no exceptions.

Section 14. Justice's Court of Reno Township: Procedures. The provisions of section 4 of this ordinance shall be complied with in all respects, except the following:

1. Subsection 1 of section 4: All moneys received shall be deposited to applicable bank accounts on the next-following work day.
2. Subsection 2 of section 4:
 - (a) Each Friday by 9:00 a.m., the maximum amount of fee receipts for the previous week shall be transferred from the bank account of the Justice's Court of Reno Township by check to the County Treasurer, and at month-end final settlement as required by law shall be made with the County Treasurer.
 - (b) All amounts above a reasonable working balance in the Court Trust Account shall be transferred periodically to the County Treasurer. If refunds or transfers from the Court Trust Account exceed the balance in the account, the Court Clerk shall request the return of moneys from the County Treasurer to the extent necessary to bring the balance in the account back to a reasonable working balance.
3. Subsection 3 of section 4: There are no exceptions.
4. Subsection 4 of section 4: The procedure manual shall be developed within 90 days of the effective date of this section of this ordinance.
5. Subsection 5 of section 4: There are no exceptions.
6. Subsection 6 of section 4: There are no exceptions.

Section 15. Justice's Court of Sparks Township: Procedures. The provisions of section 4 of this ordinance shall be complied with in all respects, except the following:

1. Subsection 1 of section 4: All moneys received shall be deposited in applicable bank accounts on the next-following work day. Exceptions to this practice shall be limited to cases where the money received is nominal in amount and shall be permitted only on written approval of the County Manager.

2. Subsection 2 of section 4:

(a) Each Friday by 9:00 a.m., the maximum amount of fee receipts for the previous week shall be transferred from the bank account of the Justice's Court of Sparks Township by check to the County Treasurer, and at month-end the final settlement as required by law shall be made with the County Treasurer.

(b) All amounts above a reasonable working balance in the Court Trust Account shall be transferred periodically to the County Treasurer. If refunds or transfers from the Court Trust Account exceed the balance in the account, the Court Clerk shall request the return of moneys from the County Treasurer to the extent necessary to bring the balance in the account back to a reasonable working balance.

3. Subsection 3 of section 4: There are no exceptions.

4. Subsection 4 of section 4: The procedure manual shall be developed within 90 days of the effective date of this section of this ordinance.

5. Subsection 5 of section 4: There are no exceptions.

6. Subsection 6 of section 4: There are no exceptions.

Section 16. Public Administrator: Procedures. The provisions of section 4 of this ordinance shall be complied with in all respects, except the following:

1. Subsection 1 of section 4: All moneys processed shall be deposited in the trust bank account on the next-following work day.

2. Subsection 2 of section 4: This subsection is not applicable.

3. Subsection 3 of section 4: There are no exceptions.

4. Subsection 4 of section 4: There are no exceptions.

5. Subsection 5 of section 4: There are no exceptions.

6. Subsection 6 of section 4: There are no exceptions.

Sec. 7. The title of Ordinance No. 217 is hereby amended to read as follows:

AN ORDINANCE ESTABLISHING CENTRAL RECEIVING AND DISBURSING SYSTEMS FOR THE HANDLING OF COUNTY MONEYS AND MONEYS HELD IN TRUST BY WASHOE COUNTY OR BY ITS ELECTED OR APPOINTED OFFICERS; ESTABLISHING POLICIES TO BE IMPLEMENTED FOR THE HANDLING OF CASH RECEIPTS AND DISBURSEMENTS AND PROCEDURES TO BE FOLLOWED IN ESTABLISHING AND ADMINISTERING BANK ACCOUNTS; CREATING AN INVESTMENT COMMITTEE AND PROVIDING FOR ITS COMPOSITION AND RESPONSIBILITIES; PROVIDING GUIDELINES FOR THE INVESTMENT OF SURPLUS MONEYS AND LIMITATIONS THEREON; DEFINING CERTAIN WORDS AND TERMS; DELINEATING PROCEDURES TO BE FOLLOWED BY VARIOUS COUNTY DEPARTMENTS AND AGENCIES IN THE IMPLEMENTATION OF POLICIES ESTABLISHED FOR THE HANDLING OF CASH RECEIPTS AND DISBURSEMENTS; AND PROVIDING OTHER MATTERS PROPERLY RELATING THERETO.

Sec. 8. County Ordinance No. 217 as originally enacted became effective from and after December 11, 1973. This ordinance, amendatory to County Ordinance No. 217, shall be in full force and effect from and after its passage, approval and publication pursuant to NRS 244.100.

Proposed on the 5th day of July, 1974.
Proposed by Commissioners Rusk, Nelson, Pagni, Scott, and Grow.
Passed on the 25th day of July, 1974.

Vote:
Ayes: Commissioners: Nelson, Pagni, and Grow.
Nays: Commissioners: None.
Absent: Commissioners: Rusk and Scott.

Dwight A. Nelson - Vice-Chairman
Chairman of the Board

ATTEST: *By [Signature] County Clerk*
By [Signature] Deputy
COUNTY CLERK
STATE OF NEVADA

This Ordinance shall be in force and effect from and after the 10th day of August, 1974, except as otherwise specifically provided herein.