

### Affidavit of Publication

STATE OF NEVADA,  
County of Washoe—SS.

Mary Hefling  
being duly sworn, deposes and says that he is the  
Record Clerk  
of The SPARKS TRIBUNE, a weekly newspaper,  
published in Sparks, Washoe County, Nevada; that  
he has charge of and knows the advertising ap-  
pearing in said newspaper, and the

Notice of County Ordinance  
Bill No. 546, Ordinance No. 377

**NOTICE OF COUNTY ORDINANCE**  
Notice is hereby given that Bill No. 546, Ordinance No. 377, an ordinance amending Washoe County Ordinance No. 231 entitled "AN ORDINANCE ESTABLISHING PURPOSES AND POLICIES TO BE FOLLOWED IN THE ACCOUNTING AND CONTROLLING OF FIXED ASSETS; DEFINING FIXED ASSETS; ESTABLISHING RESPONSIBILITIES OF COUNTY OFFICERS AND EMPLOYEES; AND PROVIDING OTHER MATTERS PROPERLY RELATING THERETO," was adopted on May 2, 1978 by Commissioners Rusk, Nelson, Farr, Stoess and Brown. Typewritten copies of the Ordinance are available for inspection by all interested persons at the office of the County Clerk.  
(s) Alex Coon  
**ALEX COON, WASHOE COUNTY CLERK**  
Publish: May 17, 24, 1978

of which a copy is hereunto attached, was first  
published in said newspaper in its issue dated  
May 17, 19 78  
and was published in each of the following issues

thereafter: .....  
the date of the last publication being in the issue  
of May 24, 19 78

Mary Hefling  
Subscribed and sworn to before me this, the

24th day of May, 19 78

Loretta Dickerson  
Notary Public in and for the County of Douglas  
State of Nevada.

My Commission expires: October 25, 1980

 **LORETTA DICKERSON**  
Notary Public — State of Nevada  
Douglas County  
My Commission Expires Oct. 25, 1980



SUMMARY: Amends Washoe County Ordinance No. 231 to fix responsibility for certain duties with the Purchasing and Contracts Administrator instead of the County Comptroller.

BILL NO. 546

ORDINANCE NO. 377

AN ORDINANCE TO AMEND AN ORDINANCE ENTITLED "AN ORDINANCE ESTABLISHING PURPOSES AND POLICIES TO BE FOLLOWED IN THE ACCOUNTING AND CONTROLLING OF FIXED ASSETS; DEFINING FIXED ASSETS; ESTABLISHING RESPONSIBILITIES OF COUNTY OFFICERS AND EMPLOYEES; AND PROVIDING OTHER MATTERS PROPERLY RELATING THERETO."

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

SECTION 1. Section 4 of County Ordinance No. 231 is hereby amended to read as follows:

SECTION 4. Policies.

- A. A yearly inventory shall be taken of all fixed assets owned or controlled by the County of Washoe, to be completed and a signed certificate forwarded to the Purchasing and Contracts Administrator prior to March 31 of each year.
- B. All additions shall be recorded and labeled before being placed into service in the county.
- C. All transfers of fixed assets from one department to another shall be supported by documents detailing such transfers.
- D. All property which no longer has usefulness to the department shall be sold or otherwise disposed of only after receipt of authorization from the County Manager.
- E. An inventory shall be taken of all such fixed assets whenever there is a change in responsible department heads; and a report on such inventory shall be forwarded to the Purchasing and Contracts Administrator within 30 days after the new department head accepts responsibility for the department.

SECTION 2. Section 5 of County Ordinance No. 231 is hereby amended to read as follows:

SECTION 5. Responsibilities: Department heads; Purchasing and Contracts Administrator; Management Analyst; Management Information Services.

- A. It is the mandatory duty of each department head to insure that his department is in full compliance with this Ordinance.



B. The Purchasing and Contracts Administrator shall:

- (1) Insure that documented procedures are in effect to implement the purposes and provisions of sections 3 and 4 of this Ordinance;
- (2) Notify the County Manager of any noncompliance with the Ordinance; and
- (3) Establish a fixed asset group of accounts to account for such assets.

C. The Management Analyst shall make a yearly review of the implementation and effectiveness of this Ordinance, and make a report covering the review to the Board of County Commissioners, through the County Manager, prior to June 30 of each year. Such review shall concentrate on the purposes of this Ordinance, as defined in section 3, to insure that Washoe County is receiving maximum benefit from the dollars expended for fixed assets.

D. Management Information Services shall maintain a computer-oriented system, with full documentation, to handle the detailed fixed asset records, and issue reports as required.

SECTION 3. This ordinance shall be in full force and effect from and after its passage, approval and publication as prescribed by NRS 244.100.

Proposed on the 18th day of April, 1978.  
Proposed by Commissioner Rusk, Nelson, Farr, Stoess and Brown.  
Passed on the 2nd day of May, 1978.

Vote:

Ayes: Commissioners: Rusk, Nelson, Farr, Stoess and Brown.

Nays: Commissioners: None.

Absent: Commissioners: None.

  
Chairman of the Board

ATTEST:  
ALEX COON, CLERK

By Judi Kuhn Chief Deputy  
County Clerk

This Ordinance shall be in force and effect from and after the 24th day of May, 1978, except as otherwise specifically provided herein.