



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: June 21, 2022

DATE: May 25, 2022

TO: Board of County Commissioners

FROM: Cathy Hill, Interim Chief Financial Officer
(775) 328-2563, chill@washoecounty.gov

THROUGH: Eric Brown, Washoe County Manager

SUBJECT: Public Hearing: Second reading and possible adoption of an ordinance amending Washoe County Code Chapter 5 (Administration and Personnel) by revising provisions to clarify the duties of the county manager and chief information officer; and amending Washoe County Code Chapter 15 (County Finances; Purchasing) by repealing redundant provisions and the Washoe County Bond Bank ordinance; adding a section levying a \$25.00 handling charge for payments denied by a bank; and revising provisions related to: definitions pertaining to accounting systems and policies; the basis of accounting for various fund types; the creation and abolishment of county funds; definitions pertaining to property control; property control requirements; policies and procedures related to donations of property, cash contributions and grant funding; procedures for lost or abandoned property; procedures for receiving cash and negotiable instruments; the collections division; procedures for establishing new accounts; the composition of the investment committee; the time period between reviews of rates charged by the county for its various services; overpayments to the county and refunds; updating the responsibilities of the department of finance; removing references to the director of finance and creating the position of chief financial officer; the powers and duties of the comptroller; the position of budget manager; and the powers and duties of the purchasing and contracts manager, including increasing the limit for purchasing supplies, materials, equipment and contractual services from \$100,000 or less to \$300,000 or less; and all matters necessarily connected therewith and pertaining thereto. (All Commission Districts.)

SUMMARY

This is a second reading and possible adoption of an ordinance amending Washoe County Code Chapter 5 (Administration and Personnel) and Chapter 15 (County Finances; Purchasing). The proposed code amendments are described in detail beginning on page 2 of this staff report. This proposed ordinance is being requested by the Chief Financial Officer, primarily to update Washoe County Code provisions related to county finances

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and purchasing to reflect modern practices and desired procedures. Further, county organizational structures are codified in various parts of Washoe County Code Chapters 5 and 15. Thus, these chapters require revisions in order to reflect the county's current organizational structure and current management structure. At the same time, the proposed revisions have been designed to provide more flexibility within the powers and duties of certain county management positions so that future code changes will be less likely in the event of another structural re-organization of county offices and officials.

Washoe County Strategic Objective supported by this item: Stewardship of our community.

PREVIOUS ACTION

May 24, 2022 – The Board was introduced to the first reading of the ordinance amending Washoe County Code Chapter 5 (Administration and Personnel) provisions to clarify the duties of the county manager and chief information officer; and amending Washoe County Code Chapter 15 (County Finances; Purchasing) by repealing redundant provisions and the Washoe County Bond Bank ordinance; adding a section levying a \$25.00 handling charge for payments denied by a bank; and revising provisions related to: definitions pertaining to accounting systems and policies; the basis of accounting for various fund types; the creation and abolishment of county funds; definitions pertaining to property control; property control requirements; policies and procedures related to donations of property, cash contributions and grant funding; procedures for lost or abandoned property; procedures for receiving cash and negotiable instruments; the collections division; procedures for establishing new accounts; the composition of the investment committee; the time period between reviews of rates charged by the county for its various services; overpayments to the county and refunds; updating the responsibilities of the department of finance; removing references to the director of finance and creating the position of chief financial officer; the powers and duties of the comptroller; the position of budget manager; and the powers and duties of the purchasing and contracts manager, including increasing the limit for purchasing supplies, materials, equipment and contractual services from \$100,000 or less to \$300,000 or less; and all matters necessarily connected therewith and pertaining thereto.

October 9, 2018 - The Board approved a request by the County Manager, through the Washoe County Clerk, and pursuant to Washoe County Code (“WCC”) 2.030, to initiate amendments to the Washoe County Code (Chapter 5- Administration and Personnel; Chapter 15- County Finances; Purchasing; and Chapter 65- Safety and Disaster Services) and to direct the County Clerk to submit the request to the District Attorney's Office for preparation of the proposed ordinances in accordance with WCC 2.040.

BACKGROUND

Under WCC 2.050, when the District Attorney has completed the proposed ordinance, the County Clerk will place the proposed ordinance on the agenda of a regularly

scheduled meeting of the Board in accordance with the adoption procedures set out in NRS 244.100.

In this item, the Chief Financial Officer, by and through the County Manager, has requested amendments to WCC Chapters 5 and 15. The proposed amendments have been formulated in consultation with various county officials and employees, such as the current or former County Treasurer, County Grants Administrator, Purchasing and Contracts Manager, Assistant County Manager for Administration and Finance (now Chief Financial Officer), County Comptroller and County Manager. Specific amendments are, as follows:

Proposed Amendments to WCC Chapter 5 (Administration and Personnel):

- Clarifies that the County Manager may not only oversee various programs & divisions within the Office of the County Manager, but also the County in general. Adds that the County Manager may also oversee various appointed department heads, as proscribed by the Board of County Commissioners.
- Removes requirement for Chief Information Officer to appoint a director of programs.

Proposed Amendments to WCC Chapter 15 (County Finances; Purchasing):

- Repeals redundant code sections and the Washoe County Bond Bank ordinance.
- Adds a section, at the request of the County Treasurer, to specify that payments denied by a bank are subject to a \$25.00 handling charge, and that the department may require redemption of denied payments to be made in cash or equivalent.
- Funds: Makes minor corrections to sections concerning governmental funds, expendable trust funds, agency funds, proprietary funds, nonexpendable trust funds, and permanent funds.
- County Funds: Clarifies that both the process to create a new county fund and to abolish an existing fund occurs via resolution.
- Removes various references to the Director of Finance and replaces with references to the Chief Financial Officer (“CFO”)
- Property Control: Clarifies and updates property control requirements.
 - Revisions delineate the various duties to inventory capital assets for department heads, the purchasing and contracts manager (“PCM”), the county comptroller, the county manager and the director of human resources.
 - Changes the inventory period to a fiscal year, rather than a calendar year.
 - Clarifies that departments wishing to get rid of capital assets must notify the PCM and coordinate the disposition of that property.
- Grants: Updates the submission and approval process in applying for grants/contributions and accepting grants/contributions to align with current county practice.
 - Increases the limit from \$3,000 to \$5,000 for donations of personal property that must be approved by the Board. (For donations of personal

property with a value less than \$5,000, the Board must be notified of the acceptance).

- Lost/Abandoned Property: Makes minor corrections to reflect proper NRS citations.
- Collections Division: Specifies that powers and duties include:
 - Authority to refer delinquent accounts receivable to a third-party collections party
 - Authority to place liens on real and personal property
- Monies Received by County: Clarifies and updates procedures for establishing new trust accounts, imprest back accounts, petty cash accounts, change drawers, bank accounts and savings & loan accounts.
- Investment Committee: Updates composition of the committee by replacing Director of Finance with CFO position.
- Rate Review: Amends the Director of Finance reviewing rates charged by County departments every 2 years to CFO reviewing rates every 5 years.
- Department of Finance: - Updates the responsibilities of the Department of Finance and clarifies the Financial Operations of Washoe County, which include: accounting, financial reporting, budget administration, financial analysis, debt management, grants administration, internal auditing, accounts payable, payroll, collections, risk management and purchasing and contracts management.
- Chief Financial Officer: Removes language related to the Director of Finance and creates the position of Chief Financial Officer.
- Comptroller: Updates comptroller's duties to reflect modern practice.
 - Comptroller oversees financial operations of county related to: accounting, financial reporting, accounting operations (payroll, accounts payable, centralized billing & collections system), purchasing and contracts management, risk management, and such other assignments as directed by county manager and Board.
 - Clarifies that comptroller is under the administrative oversight of the CFO, to the extent allowed by law.
- Budget Manager: Provides that the budget manager shall be appointed by and serve at the pleasure of the CFO, rather than the county manager.
- Purchasing and Contracts Manager: Provides that the PCM shall be appointed by and serve at the pleasure of the comptroller, rather than the county manager. Clarifies and updates PCM duties to reflect the following amendments:
 - Increases monetary limit for purchases by PCM from \$100,000 to \$300,000. Purchases over \$300,000 must be submitted to Board for approval.
 - Clarifies that the method for calculating annual amounts is either: (1) up to \$300,000 per vendor contract, or (2) up to \$300,000 in the aggregate spend or encumbered per vendor.
 - Adds the duty to keep a repository for all county contracts and maintain a contracts management system.

FISCAL IMPACT

There is no fiscal impact from this action.

RECOMMENDATION

It is recommended that the Board of County Commissioners conduct a second reading and adopt an ordinance amending Washoe County Code Chapter 5 (Administration and Personnel) and Chapter 15 (County Finances; Purchasing).

POSSIBLE MOTION

Should the Board agree with the recommendation, a possible motion would be:

“Move to adopt Ordinance Number [insert Ordinance number provided by County Clerk], which is an ordinance amending Washoe County Code Chapter 5 (Administration and Personnel) by revising provisions to clarify the duties of the county manager and chief information officer; and amending Washoe County Code Chapter 15 (County Finances; Purchasing) by repealing redundant provisions and the Washoe County Bond Bank ordinance; adding a section levying a \$25.00 handling charge for payments denied by a bank; and revising provisions related to: definitions pertaining to accounting systems and policies; the basis of accounting for various fund types; the creation and abolishment of county funds; definitions pertaining to property control; property control requirements; policies and procedures related to donations of property, cash contributions and grant funding; procedures for lost or abandoned property; procedures for receiving cash and negotiable instruments; the collections division; procedures for establishing new accounts; the composition of the investment committee; the time period between reviews of rates charged by the county for its various services; overpayments to the county and refunds; updating the responsibilities of the department of finance; removing references to the director of finance and creating the position of chief financial officer; the powers and duties of the comptroller; the position of budget manager; the powers and duties of the purchasing and contracts manager, including increasing the limit for purchasing supplies, materials, equipment and contractual services from \$100,000 or less to \$300,000 or less; and all matters necessarily connected therewith and pertaining thereto.

Attachments:

- A. Working Copy of Proposed Ordinance
- B. Clean Copy of Proposed Ordinance