

SUMMARY: Amends Chapter 5 of the Washoe County Code by repealing provisions related to the community relations program, management services program, employment and training department, and telephone call logs; and by revising provisions related to the board of county commissioners, the county manager, the assistant county manager(s), and the county manager's expenditures for incidental food and entertainment expenses.

BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 5 OF THE WASHOE COUNTY CODE BY REPEALING A SECTION RELATED TO THE COMMUNITY RELATIONS PROGRAM; BY REPEALING A SECTION RELATED TO THE MANAGEMENT SERVICES PROGRAM; BY REPEALING ALL PROVISIONS RELATED TO THE EMPLOYMENT AND TRAINING DEPARTMENT; BY REPEALING A SECTION RELATED TO TELEPHONE TOLL CALL LOGS; BY REVISING PROVISIONS RELATED TO MEETINGS OF THE BOARD OF COUNTY COMMISSIONERS; BY REVISING PROVISIONS RELATED TO THE POWERS AND DUTIES OF THE COUNTY MANAGER AND ASSISTANT COUNTY MANAGER(S); AND BY REVISING A SECTION CONCERNING THE COUNTY MANAGER'S EXPENDITURES FOR INCIDENTAL FOOD AND ENTERTAINMENT EXPENSES FOR CERTAIN ACTIVITIES.

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

SECTION 1. Sections 5.023, 5.0231, 5.411 through 5.419, inclusive, and 5.423 of the Washoe County Code are hereby repealed.

SECTION 2. Section 5.017 of the Washoe County Code is hereby amended to read as follows:

5.017 Regular meetings of county commissioners: schedule; cancellation; meetings to be held in accordance with Nevada's Open Meeting Law.

1. Except as provided in subsections 2 and 3, regular meetings of the board of county commissioners shall be held in Reno, Nevada, on the second, third and fourth Tuesdays in each calendar month, unless such day falls on a legal holiday as set forth in NRS 236.015, in which case, the regular weekly meeting of the board of county commissioners shall be held the next

judicial day.

2. In odd-numbered years, the first meeting of the board of county commissioners shall be held on the 1st Monday in January, but if the 1st Monday in January is a legal holiday, the meeting shall be held the next judicial day.

3. The board of county commissioners may hold one of its regular monthly meetings in any location in Washoe County, provided that the requirements of NRS 244.085(4), (5), and (6) are met.

4. The board of county commissioners may cancel a regular monthly meeting if there is insufficient business to come before the board or for other good cause shown, subject to the following conditions:

(a) No regularly scheduled meeting may be canceled unless the chair, or in the chair's absence the vice-chair, finds that there will be insufficient business to come before the board or that other good cause exists to cancel the meeting, and directs the county clerk to post an appropriate notice of cancellation in a conspicuous public place at or about the regular meeting place of the board of county commissioners.

(b) No regularly scheduled meeting shall be canceled in violation of NRS 244.085, which requires the board of county commissioners to hold at least one meeting each calendar month.

5. Meetings of the board of county commissioners shall be conducted in accordance with Nevada's Open Meeting Law, NRS 241.010, et. seq.

SECTION 3. Section 5.019 of the Washoe County Code is hereby amended to read as follows:

5.019 Special meetings of county commissioners. Special meetings of the board of county commissioners may be called by the chair or upon written request of a majority of the board in accordance with NRS 244.090.

SECTION 4. Section 5.021 of the Washoe County Code is hereby amended to read as follows:

5.021 Official meeting place of county commissioners; control and supervision.

1. The county commission chambers in the Washoe County administration building at 1001 E. Ninth Street, Reno, Nevada, are designated as the official meeting place of the board of county commissioners.

2. The use of the county commission chambers shall be controlled pursuant to sections 80.450 to 80.560, inclusive.

SECTION 5. Section 5.022 of the Washoe County Code is hereby amended to read as follows:

5.022 Assistant county managers: Creation of positions; appointment; staff; salary.

1. The position of assistant county manager is hereby created.

2. The number of assistant county managers that may be appointed shall be determined by the board of county commissioners.

3. The county manager may appoint the assistant county manager(s), who shall serve at the pleasure of the county manager and who shall possess such qualifications as are determined by the county manager. Such appointments shall be into the unclassified service of the county.

4. The county manager may designate the duties and responsibilities of the assistant county manager(s). These duties and responsibilities may include, but are not limited to:

- (a) Managing various appointed department heads,
- (b) Overseeing special projects and programs of the county manager,
- (c) Acting as a liaison with various elected department heads, and
- (d) Performing other duties and responsibilities as the county manager or the board of county commissioners may designate.

5. The assistant county manager(s) may appoint, pursuant to the provisions of chapter 5 of this code regulating county personnel and as authorized by the county manager, such professional, technical, clerical and operational staff as the assistant county manager(s)' duties and responsibilities may require.

6. Assistant county manager salaries shall be fixed by the county manager within the range approved by the board of county commissioners.

SECTION 6. Section 5.0241 of the Washoe County Code is hereby amended to read as follows:

5.0215 County manager: Powers and duties.

1. The county manager shall perform such administrative functions of the county government as may be required by the board of county commissioners. The county manager shall oversee the functions and activities of various programs or divisions within the office of county manager, including, but not limited to, legislative affairs, strategic planning, emergency management, grants administration, communications, budget, internal audits, special projects, security of county

facilities, the administrative hearing office, and others as are necessary to the proper functioning of the manager's office.

2. The county manager, in accordance with section 5.022(2), is authorized to appoint such assistant county managers and other employees as are necessary to the proper functioning of the manager's office. This section constitutes approval of the board for the county manager to operate other programs for the proper functioning of the manager's office.

3. The county manager may designate an acting director of a department in the event of a director's vacancy, and within 30 days, shall seek approval of the temporary appointment from the board of county commissioners.

4. The county manager may designate an acting county manager to serve in the event of the county manager's temporary absence for a period of time of no more than 45 days.

5. The county manager's salary shall be fixed by the board of county commissioners.

SECTION 7. Section 5.0244 of the Washoe County Code is hereby amended to read as follows:

5.0244 Expenditures for incidental food and entertainment expenses for certain activities.

1. The board of county commissioners hereby authorizes the county manager to approve payments of incidental food and entertainment expenses in amounts less than \$5,000, upon a finding that such expenses are reasonable and necessary business expenses of Washoe County, and there is sufficient budget appropriation within the applicable budget.

2. Food and entertainment expenses which are eligible for payment under this section include the following:

(a) Refreshments and meals served during meetings of county boards, commissions and committees.

(b) Refreshments and meals served during meetings pertaining to the business of the county manager's office.

(c) Tickets and tables at local events where county programs or employees are being honored.

(d) Tickets and tables at local events for which the county is an active sponsor.

(e) Refreshments, meals and entertainment provided to county employees and officials during county-sponsored events, such as blood drives, health fairs and employee and volunteer appreciation events.

(f) Fees for performers and music at employee and volunteer appreciation events.

3. Nothing in this section shall be construed to include payment for expenses incurred in conjunction with partisan

political functions or events.

[Business Impact Note: The Board of County Commissioners hereby finds that this ordinance does not impose a direct and significant economic burden upon a business, nor does it directly restrict the formation, operation or expansion of a business.]

Proposed on the _____ day of _____, 2018.

Proposed by Commissioner _____.

Passed on the _____ day of _____, 2018.

Vote:

Ayes:

Nays:

Absent:

Chair

Washoe County Commission

ATTEST:

County Clerk

This ordinance shall be in force and effect from and after _____, 2018.