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PROOF OF PUBLICATION

STATE OF NEVADA  
COUNTY OF WASHOE

ss. Tana Ciccotti

being first duly sworn, deposes and says:  
That as the legal clerk of the RENO GAZETTE-JOURNAL, a daily newspaper published in Reno, Washoe County, State of Nevada, that the notice: ordinance 1077

NOTICE OF ADOPTION  
WASHOE COUNTY ORDINANCE  
NO. 1077

NOTICE IS HEREBY GIVEN THAT, Bill No. 1253 Ordinance No. 1077 entitled: AN ORDINANCE AMENDING THE WASHOE COUNTY CODE BY CHANGING THE MANAGEMENT INFORMATION SERVICES TO INFORMATION TECHNOLOGY DEPARTMENT AND OTHER MATTERS RELATED THERETO, was adopted on September 14, 1999, by Commissioners Joanne Bond, Jim Galloway, Pete Ferrazza, Jim Shaw, and Ted Short and will become effective on Wednesday, September 29, 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. 3725 Sept. 21, 28, 1999

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:

Sept. 21, 28, 1999

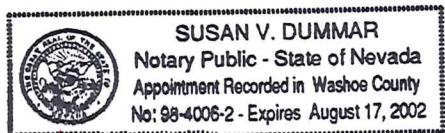
Signed Tana Ciccotti

Subscribed and sworn to before me this

Sept. 28, 1999

Susan V. Dummar

Notary Public



10/1 s/s

PLEASE STAMP & SIGN FOR PAYMENT

SUMMARY: Amends Washoe County Code by changing Management Information Services to Information Technology Department.

BILL NO. 1253

ORDINANCE NO. 1077

AN ORDINANCE AMENDING THE WASHOE COUNTY CODE BY CHANGING THE MANAGEMENT INFORMATION SERVICES TO INFORMATION TECHNOLOGY DEPARTMENT AND OTHER MATTERS RELATED THERETO.

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

SECTION 1. Section 5.455 of the Washoe County Code is hereby amended to read as follows:

5.455 Information technology department: Creation; director of information technology department; appointment; term; staff.

1. There is hereby created, pursuant to the provisions of NRS 244.195, a department of Washoe County to be known as information technology department.

2. The position of director of information technology department is hereby created. The director shall be appointed by the board of county commissioners upon the recommendation of the county manager and serves at the pleasure of the board of county commissioners.

3. The director shall appoint, pursuant to any applicable provisions of law regulating county personnel, such technical, clerical and operating staff as the execution of the duties of the director and operation of the department may require.

SECTION 2. Section 5.223 of the Washoe County Code is hereby amended to read as follows:

5.223 Reports of personnel actions.

1. Each appointing authority shall report promptly to the department of human resources such information as is required in connection with each appointment, separation from service or other change in position or salary or other matters affecting the status of positions or the performance of duties of county employees. All such reports shall be prepared in the manner and on the forms prescribed by the human resources department. The department of human resources shall establish procedures for sending copies of reports and notices to the county comptroller and the information technology department without delay of any new positions, new employees, changes in pay or status, and attendance and absence of employees and of its approval or disapproval of such actions for use in auditing and approval of payment of any salaries or wages to county employees. The department of human resources shall, if so requested by the

county comptroller, make available the official roster for the purpose of making such audits.

2. Whenever the department of human resources determines that employment or proposed employment or payment of any person as an employee in the classified or unclassified service is in any way contrary to law or the Merit Personnel Ordinance, it shall so notify the county comptroller, after review with the division concerned. Upon such notice neither the county comptroller nor the information technology department shall approve any payment to such person.

3. Any personnel document effecting a change in an employee's salary rate and having the identical effective date shall be processed in the following order:

- (a) Merit salary increase.
- (b) Reclassification or overall compensation plan adjustment.
- (c) Promotion or demotion.

The combined salary increase which an employee shall receive under paragraphs (a) and (c) is 10 percent or the bottom of the salary range of the class to which the person is being promoted, whichever is greater.

SECTION 3. Section 15.380 of the Washoe County Code is hereby amended to read as follows:

15.380 General policy; materials, labor charges and services; exceptions.

1. It is the policy of the county to recover all costs incurred in providing services to others not required by statute or ordinance, except to the extent that services are provided free of charge to other governmental entities. Such charges are to be reviewed yearly to insure that the county is recovering the maximum number of dollars in a businesslike manner.

2. Charges established by:

(a) Information technology department shall be reviewed by the data processing board.

(b) The department of parks and recreation for various activities will be reviewed by the county park commission.

3. Charges not otherwise provided for in federal and state statutes, other county ordinances and agreements will be structured as follows:

(a) Materials. All materials ultimately to be billed to others shall be charged at cost plus a handling charge of at least 10 percent.

actual pay rates or, alternatively, the standard pay rate for the job classification required.

(2) Other governmental agencies. For other governmental agencies, charges will be made at a minimum, based on the actual pay rate plus:

Cost of retirement program.....15 percent  
 Cost of insurance program (group and SIIS)..... 5 percent  
 Cost of vacation and sick pay benefits..... 3 percent  
 Cost of direct supervision.....10 percent  
 Total 33 percent

(3) For others. Charges will be made based on subparagraph (2) plus a surcharge of 25 percent of direct labor costs for overhead associated with the providing of the service.

(c) Services.

(1) Copy machine. Copies shall be charged at 15 cents a copy. Reductions may be made for volume.

(2) Mileage. Charges shall be made at the rate currently in effect to reimburse county employees for their travel.

3. Other rates may be adopted by the board of county commissioners for providing recurring services if, in light of all the circumstances, it appears to be in the best interests of the county to approve rates that do not conform to the general policies.

Proposed on the 17th day of August 1999.  
 Proposed by Commissioner Joanne Bond.  
 Passed on the 14th day of September 1999.

Vote:

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

Nays:

Absent:

Jim Galloway  
 Chairman  
 Washoe County Commission

ATTEST:  
Amy Harvey  
 County Clerk

This ordinance shall be in force and effect from and after the 29th day of September, 1999.