

ORDINANCE NO. 663

AN ORDINANCE TO CREATE A DEPARTMENT OF FINANCE; PROVIDING THAT THE CITY COMPTROLLER IN ADDITION TO HIS OTHER DUTIES SHALL ALSO BE KNOWN AS THE DIRECTOR OF FINANCE; CREATING SEPARATE DIVISIONS WITHIN THE DEPARTMENT OF FINANCE AND PROVIDING DUTIES THEREFORE; PROVIDING OTHER MATTERS PROPERLY RELATED THERETO; AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT THEREWITH.

The Board of Commissioners of the City of Las Vegas do ordain as follows:

SECTION 1. Pursuant to the provisions of Section 42 of the Charter of the City of Las Vegas, the City Comptroller in addition to the duties therein prescribed shall be the head of the Department of Finance of the City of Las Vegas, which department is hereby created, and he shall also be known as the Director of Finance of the City of Las Vegas.

SECTION 2. In addition to the duties prescribed in the Charter of the City of Las Vegas, the City Comptroller acting as the Director of Finance shall act to promote, secure and preserve the financial and property interests of the City and shall exercise general supervision over all officers of the City regarding the proper management of the fiscal concerns of their respective offices.

SECTION 3. The Department of Finance may be divided into the following Divisions and Supervisors thereof:

- (1) Division of Accounting headed by the Chief Accountant who shall:
 - (a) Maintain a general accounting system for the city government and each of its offices, departments and agencies.
 - (b) Keep separate accounts for the items of appropriation contained in the city budget, each of which accounts shall show the amount of appropriation, the amounts paid therefrom, the unpaid obligations against it and the unencumbered balance.
 - (c) Prescribe the forms of receipts, vouchers, bills or claims to be used by all the offices, departments and agencies of the city government.
 - (d) Audit and approve before payment all bills, invoices, payrolls and other evidences of claims, demands or charges against the city government and with the advice of the city attorney determine the regularity, legality and correctness of such claims, demands or charges.
 - (e) Require reports of receipts and disbursements from each receiving and spending agency of the city government to be made daily or at such intervals as may be expedient.

CITY
CLERK'S
FILE

(2) Division of Purchases, headed by the City Purchasing Agent who shall:

- (a) Purchase or contract for all supplies and contractual services needed by any department or agency of the City in accordance with purchasing procedures as prescribed by ordinance and such rules and regulations as prescribed by the Director of Finance, the City Manager, and the Board of Commissioners.
- (b) Act to procure for the City the highest quality in supplies and contractual services at the least expense to the City.
- (c) Endeavor to obtain full and open competition on all purchases and sales.
- (d) Keep informed of current developments in the field of purchasing, prices, market conditions and new products, and secure for the City the benefits of research done in the field of purchasing by other governmental jurisdictions, national technical societies, trade associations, and by private businesses and organizations.
- (e) Establish and maintain an inventory control system in accordance with approved municipal systems.

(3) Division of Licenses and Revenue headed by the Supervisor of Licensing and Revenue who shall:

- (a) Collect all license fees and issue licenses in the name of the City to all persons qualified to receive such licenses.
- (b) Promulgate and enforce all reasonable rules and regulations necessary for the operation and enforcement of the licensing ordinances.
- (c) Adopt all forms and prescribe the information to be given therein.
- (d) Require applicants to submit all affidavits and oaths necessary to the administration of the licensing ordinances.
- (e) Submit all applications, in a proper case, to interested City officials for their endorsements thereon as to compliance by the applicant with all city regulations which they have the duty of enforcing.
- (f) Investigate and determine the eligibility of any applicant for a license as prescribed herein.
- (g) Examine the books and records of any applicant or licensee when necessary to the administration and enforcement of the licensing ordinances.
- (h) Perform any functions not herein mentioned which the City Clerk is required to perform by existing ordinances as they pertain to City licenses.
- (i) Furnish a bond to the City in the amount of \$25,000 to secure the faithful performance of his duties.

- (j) Perform any other function designated by the Director of Finance or the City Manager.
- (4) Division of the City Clerk, who shall be called City Clerk, and who shall:
 - (a) Perform the duties and functions provided by the Charter of the City, and such other duties not inconsistent therewith as may be prescribed by the Director of Finance, City Manager, or Board of Commissioners
- (5) Division of the Treasury, supervised by the City Treasurer who shall:
 - (a) Perform the duties and functions provided by the Charter of the City of Las Vegas, and such other duties not inconsistent therewith as may be prescribed by the Director of Finance, City Manager, or Board of Commissioners

SECTION 4. Any of the duties prescribed in Section 3(1), 3(2) or 3(3) may be performed by the Director of Finance if the positions provided for are not otherwise filled.

SECTION 5. Separability Provision: If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions hereof.

SECTION 6. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 7. This ordinance shall be in full force and effect upon its final reading and adoption, and final publication as in the next section provided.

SECTION 7. The City Clerk and Clerk of the Board of Commissioners of the City of Las Vegas shall cause this ordinance to be published once a week for two successive weeks immediately following its reading and adoption, in the Las Vegas Review-Journal, a daily newspaper published in the City of Las Vegas.

APPROVED:



C. D. BAKER, Mayor

ATTEST:



SHIRLEY BALLINGER, City Clerk

The above and foregoing ordinance was first proposed and read by title to the Board of Commissioners on the 3rd day of August, 1955, and referred to the following committee composed of Commissioners Sharp and Whipple for recommendation; thereafter the said committee reported favorably on said ordinance on the 8th day of September, 1955, which was the recessed regular meeting held on the 8th day of September, 1955, and at said recessed regular meeting held on said day, the proposed ordinance was read in full to the Board of Commissioners as first introduced and adopted by the following vote:

Voting "Aye": Commissioners Bunker, Fountain, Sharp,
Whipple and Mayor Baker

Voting "Nay": None

Absent: None

APPROVED:



C. D. BAKER, Mayor

ATTEST:


SHIRLEY BALLINGER, City Clerk

AFFIDAVIT OF PUBLICATION

STATE OF NEVADA, }
COUNTY OF CLARK } ss.

A. F. Shellack

....., being first duly sworn,
deposes and says: That he is Foreman of the LAS VEGAS REVIEW-JOURNAL,
a daily newspaper, of general circulation, printed and published at Las Vegas,
in the County of Clark, State of Nevada, and that the attached was continuously

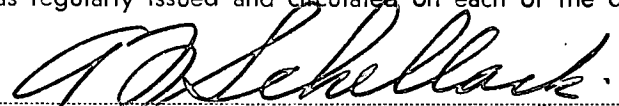
published in said newspaper for a period of five (5) insertions
from **September 16, 1955** to **October 14, 1955**

inclusive, being the issues of said newspaper for the following dates, to-wit:

September 16, 23, 30, October 7, 14, 1955

That said newspaper was regularly issued and circulated on each of the dates
above named.

SIGNED.....



Subscribed and sworn to before me this 11th day of October, 1955.



NOTARY PUBLIC IN AND FOR CLARK COUNTY, NEVADA

My Commission Expires April 14, 1958.

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(a) Maintain a general accounting system for the city government and each of its offices, departments and agencies.

(b) Keep separate accounts for the items of appropriation contained in the city budget, each of which accounts shall show the amount of appropriation, the amounts paid therefrom, the unpaid obligations against it and the unencumbered balance.

(c) Prescribe the forms of receipts, vouchers, bills or claims to be used by all the offices, departments and agencies of the city government.

(d) Audit and approve before payment all bills, invoices, payrolls and other evidences of claims, demands or charges against the city government and with the advice of the city attorney determine the regularity, legality and correctness of such claims, demands or charges.

(e) Require reports of receipts and disbursements from each receiving and spending agency of the city government to be made daily or at such intervals as may be expedient.

(f) Submit to the Board of Commissioners as soon as practical after the end of each quarter, a detailed report on the financial status of the City.

(2) Division of Purchases, headed by the City Purchasing Agent who shall:

(a) Purchase or contract for all supplies and contractual services needed by any department or agency of the City in accordance with purchasing procedures as prescribed by ordinance and such rules and regulations as prescribed by the Director of Finance, the City Manager, and the Board of Commissioners.

(b) Act to procure for the City the highest quality in supplies and contractual services at the least expense to the City.

(c) Endeavor to obtain full and open competition on all purchases and sales.

(d) Keep informed of current developments in the field of purchasing, prices, market conditions and new products, and secure for the City the benefits of research done in the field of purchasing by other governmental jurisdictions, national technical societies, trade associations, and by private businesses and organizations.

(e) Establish and maintain an inventory control system in accordance with approved municipal systems

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(a) Collect all license fees and issue licenses in the name of the City to all persons qualified to receive such licenses.

(b) Promulgate and enforce all reasonable rules and regulations necessary for the operation and enforcement of the licensing ordinances.

(c) Adopt all forms and prescribe the information to be given therein.

(d) Require applicants to submit all affidavits and oaths necessary to the administration of the licensing ordinances.

(e) Submit all applications, in a proper case, to interested City officials for their endorsements thereon as to compliance by the applicant with all city regulations which they have the duty of enforcing.

(f) Investigate and determine the eligibility of any applicant for a license as prescribed herein.

(g) Examine the books and records of any applicant or licensee when necessary to the administration and enforcement of the licensing ordinances.

(h) Perform any functions not herein mentioned which the City Clerk is required to perform by existing ordinances as they pertain to City licenses.

(i) Furnish a bond to the City in the amount of \$25,000 to secure the faithful performance of his duties.

(j) Perform any other function designated by the Director of Finance or the City Manager.

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(a) Perform the duties and functions provided by the Charter of the City, and such other duties not inconsistent therewith as may be prescribed by the Director of Finance, City Manager, or Board of Commissioners.

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APPROVED:
C. D. BAKER, Mayor

ATTEST:
SHIRLEY BALLINGER, City Clerk

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Voting "Aye": Commissioners Bunker, Fountain, Sharp, Whipple and Mayor Baker.

Voting "Nay": None.

Absent: None.

APPROVED:
C. D. BAKER, Mayor

ATTEST:
SHIRLEY BALLINGER, City Clerk
Sept. 16, 23, 30; Oct. 7, 14