



LYON COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES

TOPIC: Introduction and Overview

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POLICY CUSTODIAN: County Manager

A. PURPOSE

Lyon County has prepared its own policies and procedures manual to assist the County Commission by documenting accepted practices and clarifying expectations. Administration of County Commission affairs is greatly enhanced by the agreement of the County Commission and staff to be bound by these practices. While attempting not to be overly restrictive, procedures are established so that expectations and practices can be clearly articulated to guide Commission Members in their actions.

B. COMMISSIONER – MANAGER FORM OF GOVERNMENT

The Lyon County is a Commission-Manager form of government. As described in the county code and Nevada Revised Statutes, certain responsibilities are vested in the County Commission and the County Manager. Basically, this form of government prescribes that a County Commission's role is that of a legislative policy-making, quasi-judicial body which determines not only the local laws that regulate community life, but also determines what public policy is and gives direction to the County Manager to administer the affairs of the County government in a businesslike and prudent manner.

C. OVERVIEW OF COUNTY DOCUMENTS

This section provides a summary of important aspects of County Commission activities. However, it cannot incorporate all material and information necessary for undertaking the business of the County Commission. Many other laws, plans, and documents exist which bind the County Commission to certain courses of action and practices. The following is a summary of some of the most notable documents that establish County Commission direction.

1. *Lyon County Code*

The County code contains local laws and regulations adopted by ordinances. Title 2 of the code addresses the role of the County Commission, describes the organization of County Commission meetings and responsibilities and appointment of certain County staff positions and advisory boards and commissions. In addition to these administrative matters, the County code contains a variety of laws

including, but not limited to, zoning standards, health and safety issues, traffic regulations, building standards, and revenue and finance issues.

2. *Personnel Policies and Procedures Handbook*

It is the policy of Lyon County to uphold, promote, and demand the highest standards of ethics from all of its elected and appointed officials. Accordingly, all members of the County Commission, members of all appointed boards, commissions, committees, County employees, consultants and professional service providers are expected to maintain the utmost standards of personal integrity, truthfulness, honesty and fairness in carrying out their public duties; avoid any improprieties in their roles as public servants; and never use their County position or powers for personal gain.

3. *Nevada Revised Statutes*

The state laws contain many requirements for the operation of County government and administration of meetings of County Commissions throughout the state. Nevada Revised Statutes (NRS), Nevada Administrative Code (NAC), Constitution of the State of Nevada, and Lyon County Code also provide direction and guidance for the proper operation of a County government.

4. *Annual Budget*

The annual budget is the primary tool and road map for accomplishing the goals of the County. The budget document is the result of one of the most important processes the County undertakes. By adopting the annual budget, the County Commission makes policy decisions, sets priorities, allocates resources, and provides the framework for government operations.

5. *Annual Financial Report*

The annual financial report includes the financial statements of the County for a calendar year. It includes the financial condition of the County as reflected in the balance sheet, the results of operations as reflected in income statements, an analysis of the uses of County funds, and related footnotes. The annual financial report includes statements for the various groups of funds and a consolidated group of statements for the County as a whole.

6. *Master Plan*

A state-mandated comprehensive plan addresses the County's long-range planning needs relative to land use, transportation, economic development, and other planning elements. The County's comprehensive plan is reviewed on an ongoing basis.

7. *Capital Improvement Program*

The Capital Improvement Program serves as a guide for determining priorities, planning, financing, and constructing capital projects which add to, support, or improve the physical infrastructure, capital assets, or productivity of County services.

8. *Comprehensive Emergency Management Plan*

The County maintains a disaster preparedness plan that outlines actions to be taken during times of extreme emergency. The Commission is called upon to declare the emergency, and then the Office of Emergency Management directs all disaster response activities. The County Commission may be called upon during an emergency to establish policies related to a specific incident.

D. ORIENTATION OF NEW MEMBERS

It is important for the members of the County Commission to gain an understanding of the full range of services and programs provided by the County. As new members join the County Commission, the County Manager will host an orientation program that provides an opportunity for members to tour county facilities and meet with key staff. Another training opportunity for new members is the Nevada Association of Counties (NACo) newly elected officials orientation. At any time, if there are facilities or programs about which you would like more information, arrangements will be made to increase your awareness of these operations.