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WASHOE COUNTY
Comptroller's Office
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STATE OF NEVADA
COUNTY OF WASHOE

ss. Tana Ciccotti

being duly sworn, deposes and says:
That as legal clerk of the RENO GAZETTE-
JOURNAL, a daily newspaper published in Reno,
Washoe County, State of Nevada, that the notice:
_____ ordinance 1043

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:
Nov. 17, 24, 1998

Signed

Tana Ciccotti

Subscribed and sworn to before me on 11/24/98

Notary Public

Susan V. Dummar


NOTICE OF ADOPTION
WASHOE COUNTY
ORDINANCE NO. 1044

NOTICE IS HEREBY GIVEN THAT:
Bill No. 1219, Ordinance No. 1044
entitled
AN ORDINANCE AMENDING THE
WASHOE COUNTY CODE BY ADDING
PROVISIONS FOR LEGISLATIVE AND
LOBBYING EXPENSES; ADDING PRO-
VISIONS FOR SPECIAL ACCOUNTS;
REVISING PROVISIONS RELATING TO
TRAVEL ACCOUNTS, TRAVEL BY
NONCOUNTY PERSONNEL, EMER-
GENCY TRAVEL, LOCAL BUSINESS
EXPENSE, USE OF COUNTY VE-
HICLES, AND OTHER MATTERS
PERTAINING THERETO
was adopted on November 10, 1998,
by Commissioners Joanne Bond, Sue
Camp, Jim Galloway, with Mike
Mouliot, and Jim Shaw, and will
become effective on Wednesday,
November 25, 1998.

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.

BETTY J. LEWIS, Washoe County Clerk
No. 4718 Nov. 17, 24, 1998

12/1/98
PLEASE STAMP & SIGN FOR PAYMENT

 SUSAN V. DUMMAR
Notary Public - State of Nevada
Appointment Recorded in Washoe County
No: 98-4006-2 - Expires August 17, 2002

P.O. BOX 22000, RENO, NEVADA 89520
(702) 788-6200

 GANNETT

1044

SUMMARY: Amends Washoe County Code by revising the travel regulations.

BILL NO. 1220

ORDINANCE NO. 1044

AN ORDINANCE AMENDING THE WASHOE COUNTY CODE BY ADDING PROVISIONS FOR LEGISLATIVE AND LOBBYING EXPENSES, ADDING PROVISIONS FOR SPECIAL ACCOUNTS; REVISING PROVISIONS RELATING TO TRAVEL ACCOUNTS, TRAVEL BY NONCOUNTY PERSONNEL, EMERGENCY TRAVEL, LOCAL BUSINESS EXPENSE, USE OF COUNTY VEHICLES, AND OTHER MATTERS PROPERLY RELATING THERETO.

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

SECTION 1. Chapter 5 of the Washoe County Code is hereby amended by adding thereto a new section which shall read as follows:

5.365 Legislative and lobbying expenses.

1. The board of county commissioners hereby finds that in order to provide for the security and welfare of the inhabitants of Washoe County that it is necessary for county officers and employees to participate in the State of Nevada's biennial legislative process, including legislative and lobbying activities which occur in intervening years, and that in so doing, those county officers and employees are carrying out public business.

2. As further provided below, the board hereby authorizes payment of reasonable and necessary expenses incurred in furtherance of legislative activities of Washoe County, including, transportation; lodging and meals of county officers, lobbyists or employees; entertainment, gifts or other related expenses which are normal, usual and customary legislative expenses of other local governments; and supplies, equipment, facilities, personnel and services needed to support the legislative activity.

(a) For those county officers and employees engaged in legislative and lobbying activities in accordance with this section, and except as otherwise provided herein, meals will be reimbursed based upon the rates set forth in section 5.363 (except that such amounts may not be used to purchase alcohol for the county officer or employee) and no receipts are required. For meals at which legislators or other noncounty persons engaged in lobbying efforts are in attendance and where the amount set forth in section 5.363 is insufficient, meals will be reimbursed at cost (excepting therefrom any alcohol purchased for the county officer or employ-

ee) upon submission of receipts.

(b) Any gifts purchased must be appropriate for the circumstance, must be of minimal value not to exceed \$50 unless approved by the county manager, and must be presented so as to clearly indicate the gift is from "Washoe County."

3. Requests for payment or reimbursement shall be made on forms prescribed by the comptroller. Such requests shall include the following information: date of purchase, acquisition or meeting; location; individuals present; and the county purpose served. Any request for payment or reimbursement for legislative and lobbying activities as set forth herein must be approved by the county manager, his designee or by the department head prior to payment or reimbursement.

4. The county manager and each department head desiring to do so shall identify an amount in their budget for legislative and lobbying activities. Once the budget is approved, all approved expenditures for legislative and lobbying activities shall be paid from the amount identified in the budget for that purpose. In the event that the amount identified in the county manager's or a department head's budget is or may be overspent, the county manager or department head shall make appropriate adjustments to its budget.

SECTION 2. As the budget for fiscal year 1998-1999 has already been adopted at the time of the board's consideration of this ordinance, the county manager and each department head desiring to do so, is hereby authorized for the 1998-1999 fiscal year to spend money in accordance with section 5.365, provided sufficient funds are available in the county manager's or the department head's budget for the year.

SECTION 3. Section 5.353 of the Washoe County Code is hereby amended to read as follows:

5.353 Policy of the board of county commissioners.

1. It is the policy of the board of county commissioners that travel be kept to an absolute minimum consistent with the efficient conduct of county business.

2. Approval by the board of county commissioners of the final budget for the fiscal year and appropriate adjustments made to travel accounts and special accounts as set forth in section 5.356, constitutes approval for an elected or appointed department head to approve travel requests submitted by county officers and employees employed by that department provided the travel is consistent with the provisions of section 5.351 to 5.395, inclusive, and the costs for such travel are included in the department's travel account

or special account as provided in section 5.356.

3. It is the department head's responsibility to:

(a) Assure the seminar, conference or other meeting is consistent with county policy and to determine if more than one individual should attend.

(b) Determine if the travel costs are included within the travel account or special account referred to in section 5.356 in the department's budget.

(c) Make appropriate adjustments to the department's budget throughout the year to ensure sufficient funds are available in the department's travel account or special account to pay for such travel as set forth in section 5.356.

4. For purposes of the Travel Regulation Ordinance, a department's travel budget includes money for transportation, hotel/motel accommodations and related charges, and per diem for county officers and employees only.

SECTION 4. Section 5.354 of the Washoe County Code is hereby amended to read as follows:

5.354 Requests for registration fees for courses and seminars.

1. Registration fees for county officers and employees for courses, seminars, workshops or similar meetings held outside of Washoe County may be paid only if an authorized request for permission to travel form is on file in the comptroller's office. A request for payment of such registration fees must be forwarded to the county comptroller along with a copy of the registration form.

2. If a county officer or employee pays from his personal funds any registration fees for any course, seminar, workshop or similar meeting, reimbursement after his attendance will be made only by submission to the county comptroller of an authorized travel and per diem claim, together with a receipt and copy of the registration form.

3. Except for persons described in section 5.355(3)-(a) and (b), requests for registration fees for non-county personnel for courses, seminars, workshops or similar meetings must be submitted by a department to the board of county commissioners for approval. If the course, seminar, workshop or similar meeting is to be held outside of Washoe County, such requests may be submitted along with the request for permission to travel as provided in section 5.355. Requests for approval must provide information on how attendance at the course, seminar, workshop or similar meeting serves a county purpose. Nothing in this section or in section 5.355 requires board approval under those sections

if the travel is part of an approved contract for services.

4. For members of the district board of health, requests for registration fees for courses, seminars, workshops or similar meetings must be approved by the district board of health. For persons described in section 5.355(3)(b), requests for registration fees for courses, seminars, workshops or similar meetings may be approved by the department head who shall make a report to the board of county commissioners on how attendance at the course, seminar, workshop or similar meeting serves a county purpose.

SECTION 5. Section 5.355 of the Washoe County Code is hereby amended to read as follows:

5.355 Requests for permission to travel; forms.

1. Except as otherwise provided in section 5.357 and except for travel to Carson City or the Tahoe Basin, all county officers and employees are required to submit a travel request to the appropriate elected or appointed department head who will review the request and either approve or disapprove the request based upon the provisions of sections 5.351 to 5.395, inclusive.

2. If the travel request is approved, the department head shall forward a copy of the request to the county comptroller. If the request involves advance money for travel expenses or subsistence allowance, the request shall specify the nature and amount of the advance requested.

3. Except as otherwise provided herein, a request for permission to travel by other than county officers and employees must be approved by the board of county commissioners prior to such travel and prior to payment of any travel expenses or subsistence. Once approved, payment for meals, transportation and lodging must conform to the provisions of the Travel Regulation Ordinance. Travel expenses and subsistence allowance which conforms to the provisions of the Travel Regulation Ordinance are authorized for the following persons:

(a) For members of the district board of health, provided the district board of health has approved such travel.

(b) For persons identified on the then current auxiliary or patrol reserve roster(s) maintained by the sheriff's office, where such travel and subsistence is requested by the sheriff in furtherance of county business and where the costs thereof have been included in the sheriff's travel account.

(c) For persons whose expertise or services are necessary in order to assist in an emergency where the

health, safety or welfare of the general public may be threatened without the immediate assistance of such persons and only where the department head has requested that expertise or service. The department authorizing such travel expenses or subsistence allowance must report to the board of county commissioners at the next regular meeting where the item can be scheduled regarding the circumstances of such request and the amounts authorized for travel and subsistence.

4. All requests for permission to travel, requests for advance travel funds and claims for travel reimbursement to an individual shall be made on such forms as may be required by the county manager.

5. The forms must provide a means for a department head to certify whether the request for payment will or will not overdraw the department's travel account or special account as provided in section 5.356, and for requests which would overdraw that travel account or special account as provided in section 5.356, must provide for the budgetary reallocations required by section 5.356.

6. The claimant for travel reimbursement shall attest to the accuracy of the claim by signing the face of the form.

SECTION 6. Section 5.356 of the Washoe County Code is hereby amended to read as follows:

5.356 Travel account; special account; Certification by department head that travel is within departmental travel account or special account; adjustments to travel and special accounts; travel expenses included within approved budget or adjusted budget constitutes approval for payment.

1. The county manager and department heads shall include in his or her proposed budget an estimated amount to pay for travel expenses for the fiscal year. Within the department's proposed budget, the amount may be shown in a travel account and/or in a special account established for the purpose of carrying out an official function of the department where travel is necessary, but incidental to that function. The following types of functions for special accounts are provided for illustration purposes only: extraditions, witness transport, investigations, child/foster care accounts. Department heads shall notify the county comptroller of any special account(s) used by that department for travel purposes. As needed throughout the year, the county manager and department heads shall make appropriate adjustments to their respective budgets as provided in subsection 2, to insure sufficient funds are available in their travel accounts or special

accounts to pay travel expenses.

2. In the event that the amount included in the county manager's or a department's travel account or special account is insufficient to pay for all travel expenses for that year, the county manager or the department head shall, if funds are available, reallocate money from another part of his or her budget into his or her travel account or special account in an amount sufficient to pay for the increase in the travel expenses. Any such reallocations shall be approved by the director of the finance division and reported to the county manager and the board of county commissioners at the next regular meeting of the board and recorded in the minutes of that meeting. In the event the county manager or the department has insufficient funds available in its budget to reallocate, the county manager or department head must request the board of county commissioners make additional appropriation to his or her budget to pay for such increases in travel expenses.

3. Approval of the final budget by the board of county commissioners for the fiscal year and appropriate adjustments made to the travel accounts and special accounts throughout the year as provided herein, constitutes approval for travel and payment therefor. Any request for advance money for travel or reimbursement of travel expenses must be accompanied by the certification of the county manager or department head that payment of the amount or expenses sought by the request would not overdraw the department's budgeted amount for travel.

4. The county comptroller is authorized to make payment for advance travel and to reimburse travel expenses included on a properly completed and certified request for permission to travel form.

5. The board of county commissioners authorizes the payment of money for advance travel and reimbursement for travel expenses for all properly completed and certified requests for permission to travel forms.

SECTION 7. For fiscal year 1998/1999, the amounts included in any special accounts as described in section 5.356 are hereby approved for use for travel by county officers and employees.

SECTION 8. Section 5.357 of the Washoe County Code is hereby amended to read as follows:

5.357 Emergency travel; "emergency" defined.

1. As used in sections 5.351 to 5.395, inclusive, an emergency means an unforeseen circumstance which requires immediate action and includes, but is not limited to, extraditions, witness transport, criminal inves-

tigations or a circumstance which would result in any impairment of the health, safety or welfare of the general public.

2. In cases of emergency where a request for permission to travel form cannot be presented prior to such travel as provided in section 5.355, the department head or his designee shall approve the travel and submit to the county comptroller a travel claim indicating the nature of the emergency and the expenses paid along with supporting justification. The comptroller shall either approve or disapprove the claim. If the comptroller approves the claim, payment shall be made from available funds from that department's travel account or special account.

3. In cases of emergency where county officers or employees are assigned to work through normal meal or rest periods, a county officer or employee may be reimbursed the rates for meals set forth in section 5.363 without submitting receipts and upon department head approval.

4. In the event of an emergency requiring travel under the provisions of the Travel Regulation Ordinance where the costs for that travel would exceed the amount budgeted for travel by that department, the department head may authorize the travel by certifying that an emergency exists and specifying the nature of the emergency. The department head shall submit the certification to the county comptroller for approval and payment. The certification shall accompany the supporting documentation for the travel claim as provided in subsection 2 above. As soon as practical thereafter, the department head shall obtain approval from the finance division to reallocate money from another part of the department's budget and report same to the board of county commissioners or submit a request for additional appropriations to the department's budget as provided in section 5.356.

SECTION 9. Section 5.364 of the Washoe County Code is hereby amended to read as follows:

5.364 Local business expenses.

1. Except as otherwise provided in subsection 3 below, upon approval of the county manager, a county officer or employee may obtain reimbursement for reasonable and necessary, actual expenses incurred in conducting county business provided that an amount has been identified and provided for in the appropriate department's budget. A person seeking reimbursement under this section must submit receipts or a written statement to the county manager indicating all expenses for which reimbursement is sought.

2. For purposes of this section, the term "county business" is to be strictly construed. For example, county business does not include partisan political functions, events or meals, even though topics affecting the county may be discussed.

3. A department may use a petty cash fund to provide money to department officers and employees to be used exclusively for parking fees incurred in connection with the conduct of county business. A county officer or employee may obtain money from the petty cash fund maintained by a department for the purpose of paying parking fees incurred in connection with county business upon signing a form to be provided by the comptroller's office which indicates the amount used, the date, location, and the business conducted. A county officer or employee shall not use any money so obtained for the purpose of paying for parking in connection with that officer's or employee's regularly assigned work location. However, in the event that a county officer or employee is assigned a county vehicle for use on county business and upon return to that officer's or employee's regularly assigned work location finds that his assigned parking space is occupied by an unauthorized vehicle, the officer or employee may use the money to pay for parking.

4. A county officer or employee assigned a county vehicle that is issued a parking ticket, is not responsible for payment of the ticket if the ticket was issued for overtime parking violation due to the inability of the officer or employee to return to the vehicle within the allotted time on the meter based upon circumstances beyond the control of the officer or employee. In such event, the county officer or employee shall give the ticket to his or her supervisor within 24 hours of receiving the ticket.

SECTION 10. Section 5.389 of the Washoe County Code is hereby amended to read as follows:

5.389 Use of county vehicles; unlawful use.

1. The policy of the board of county commissioners is that county vehicles should be used when practicable before the use of private automobiles.

2. Unless otherwise authorized by the board of county commissioners, only county officers or employees are authorized to drive county-owned vehicles.

3. County officers and employees may use a county vehicle for transportation relating to their official duties, and other public activities or functions. For purposes of this section, public activities or functions are those which the county officer or employee would be expected to attend by virtue of their office

or assigned job duties. Activities and functions which are related to private enjoyment, political activities or functions, or activities or functions which are primarily designed in furtherance of private personal gain are not considered public activities or functions. Nothing in this section is intended to abrogate the requirements of NRS 281.481(7).

4. Except as otherwise provided, county officers and employees may use a county vehicle to transport other persons who are:

- (a) Engaged in the same public business;
- (b) Attending the same county or public activity or function;
- (c) In the custody or care of county officers and employees in the course of official county business; or
- (d) Being transported as part of a county sponsored or county co-sponsored activity, event, or program. In such event, the department head must contact the county's risk manager who will determine whether ride-a-long waiver(s) must be executed.

5. It is unlawful to use any county vehicle for other than the purposes provided herein.

Proposed on the 20th day of October, 1998.
Proposed by Commissioner Sue Camp.
Passed on the 10th day of November, 1998.

Vote:

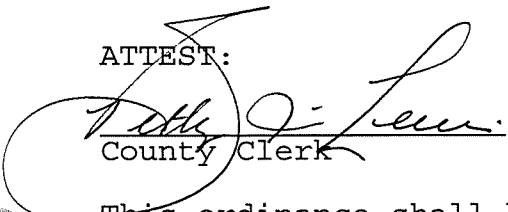
Ayes: **Joanne Bond, Sue Camp, Jim Galloway,
Mike Mouliot, & Jim Shaw**

Nays:

Absent:


Chairman
Washoe County Commission

ATTEST:


County Clerk

This ordinance shall be in force and effect from and after the 25th day of November, 1998.