

Affidavit of Publication

STATE OF NEVADA,
County of Washoe—SS.

..... Mary Hefling

being duly sworn, deposes and says that he is the

..... Record Clerk

of The SPARKS TRIBUNE, a weekly newspaper,
published in Sparks, Washoe County, Nevada; that
he has charge of and knows the advertising ap-
pearing in said newspaper, and the.....

..... Notice of County Ordinance

..... Adoption of Ordinances:

..... Bill No. 712, Ordinance No. 541

..... ~~Bill No. 713, Ordinance No. 542~~

..... ~~Bill No. 714, Ordinance No. 543~~

of which a copy is hereunto attached, was first
published in said newspaper in its issue dated

..... May 19, 19 82

and was published in each of the following issues
thereafter: May 26, 1982

the date of the last publication being in the issue

of May 26, 19 82

..... *Mary Hefling*

Subscribed and sworn to before me this, the

..... 26th day of May, 19 82

..... *Loretta Dickerson*

Notary Public in and for the County of Washoe,
State of Nevada.

My Commission expires: October 25, 1984

NOTICE OF COUNTY ORDINANCE
NOTICE IS HEREBY GIVEN that the following ordinances were adopted on Tuesday, May 11, 1982, by Commissioners Farr, Ferrari, Brown, Underwood and Williams:
Bill No. 712, Ordinance No. 541, amending Ordinance No. 380, entitled: "An Ordinance regulating authorization of travel and traveling expenses for Washoe County Officers and employees; declaring policy of the Board of County Commissioners; requiring prior approval of travel on County business; allowing reimbursement for travel expenses; establishing a travel revolving fund; establishing amounts to be allowed in advance for traveling expenses; providing for supplemental departmental travel regulations; providing for reimbursement of expenses incurred in connection with the conduct of County business at business meal meetings; providing for reimbursement for meals purchased for patients, wards, prisoners or inmates; providing for reimbursement for moving expenses in certain cases; rescinding that certain unentitled resolution adopted by the Board of County Commissioners on June 7, 1971, regulating travel for County employees; rescinding a resolution creating the County travel revolving fund adopted by the Board of County Commissioners on June 26, 1972; repealing Ordinance No. 232; and providing other matters properly relating thereto," by correcting the mileage allowance for the use of private vehicles by County employees; increasing the amount allowed for meal expenses under certain

circumstances and deleting allowances for certain business meal expenses.

Bill No. 713, Ordinance No. 542, amending Ordinance No. 220, entitled: "An Ordinance prohibiting unauthorized parking of vehicles on posted parking lots and property operated, owned or controlled by Washoe County; authorizing towing away of vehicles illegally parked on such lots or property at the expense of vehicle owners; providing when vehicles license plates constitute prima facie evidence; providing penalties; and providing other matters properly relating thereto" by providing for specifically designated handicapped parking zones; and making certain technical corrections.

Bill No. 714, Ordinance No. 543, amending Ordinance No. 226, entitled, "An Ordinance providing for the licensing and inoculation against rabies of dogs in designated congested areas of the unincorporated area of Washoe County; provides for special permits to maintain in excess of three dogs; prohibits dogs running at large or trespassing on private property; provides for the quarantine of biting animals; provides for the designation of the poundkeeper and the impoundment of animals found in violation of the provisions of this ordinance; providing for regulations for impoundment, destruction and release of animals; prohibits the keeping of noisy animals; provides for the impounding of all dogs endangering private or public property, public safety, themselves, or other animals; provides penalties for non-compliance with the provisions hereof; and other matters properly relating thereto" by redefining the duties of the Animal Control Officer; by providing a grace period for compliance with certain license requirements; by eliminating the proration of, and increasing the fees for, certain licenses; by revising structural requirements for kennels; by revising the procedure for quarantine of biting animals; and by making unlawful certain activities of animals under any circumstances.

Typewritten copies of the Ordinances are available for inspection by all interested persons at the Office of the County Clerk.

Judi Bailey,
County Clerk

Pub: May 19, 26, 1982

82-506



LORETTA DICKERSON
Notary Public - State of Nevada
Washoe County

My Appointment Expires Oct. 25, 1984

SUMMARY: Amends Ordinance No. 380 by correcting the mileage allowance for use of private vehicles, increasing amount allowed for meal expenses under certain circumstances and deleting allowances for certain business meal expenses.

BILL NO. 712

ORDINANCE NO. 541

AN ORDINANCE AMENDING "AN ORDINANCE REGULATING AUTHORIZATION OF TRAVEL AND TRAVELING EXPENSES FOR WASHOE COUNTY OFFICERS AND EMPLOYEES; DECLARING POLICY OF THE BOARD OF COUNTY COMMISSIONERS; REQUIRING PRIOR APPROVAL OF TRAVEL ON COUNTY BUSINESS; ALLOWING REIMBURSEMENT FOR TRAVEL EXPENSES; ESTABLISHING A TRAVEL REVOLVING FUND; ESTABLISHING AMOUNTS TO BE ALLOWED IN ADVANCE FOR TRAVELING EXPENSES; PROVIDING FOR SUPPLEMENTAL DEPARTMENTAL TRAVEL REGULATIONS; PROVIDING FOR REIMBURSEMENT OF EXPENSES INCURRED IN CONNECTION WITH THE CONDUCT OF COUNTY BUSINESS AT BUSINESS MEAL MEETINGS; PROVIDING FOR REIMBURSEMENT FOR MEALS PURCHASED FOR PATIENTS, WARDS, PRISONERS OR INMATES; PROVIDING FOR REIMBURSEMENT FOR MOVING EXPENSES IN CERTAIN CASES; RESCINDING THAT CERTAIN UNENTITLED RESOLUTION ADOPTED BY THE BOARD OF COUNTY COMMISSIONERS ON JUNE 7, 1971, REGULATING TRAVEL FOR COUNTY EMPLOYEES; RESCINDING A RESOLUTION CREATING THE COUNTY TRAVEL REVOLVING FUND ADOPTED BY THE BOARD OF COUNTY COMMISSIONERS ON JUNE 26, 1972; REPEALING ORDINANCE NO. 232; AND PROVIDING OTHER MATTERS PROPERLY RELATING THERETO," BY CORRECTING THE MILEAGE ALLOWANCE FOR THE USE OF PRIVATE VEHICLES BY COUNTY EMPLOYEES, INCREASING THE AMOUNT ALLOWED FOR MEAL EXPENSES UNDER CERTAIN CIRCUMSTANCES AND DELETING ALLOWANCES FOR CERTAIN BUSINESS MEAL EXPENSES.

82-506

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

SECTION 1. The title of Washoe County Ordinance No. 380 is hereby amended to read as follows:

AN ORDINANCE REGULATING AUTHORIZATION OF TRAVEL AND TRAVELING EXPENSES FOR WASHOE COUNTY OFFICERS AND EMPLOYEES; DECLARING POLICY OF THE BOARD OF COUNTY COMMISSIONERS; REQUIRING PRIOR APPROVAL OF TRAVEL ON COUNTY BUSINESS; ALLOWING REIMBURSEMENT FOR TRAVEL EXPENSES; ESTABLISHING A TRAVEL REVOLVING FUND; ESTABLISHING AMOUNTS TO BE ALLOWED IN ADVANCE FOR TRAVELING EXPENSES; PROVIDING FOR SUPPLEMENTAL DEPARTMENTAL TRAVEL REGULATIONS; PROVIDING FOR REIMBURSEMENT FOR MEALS PURCHASED FOR PATIENTS, WARDS, PRISONERS OR INMATES; PROVIDING FOR REIMBURSEMENT FOR MOVING EXPENSES IN CERTAIN CASES; AND PROVIDING OTHER MATTERS PROPERLY RELATING THERETO.

SECTION 2. Section 3 of Washoe County Ordinance No. 380 is hereby amended to read as follows:

SECTION 3. Reimbursement of Travel Expenses.

- A. Except as otherwise provided by law, when any County officer or employee is entitled to receive expenses in the transaction of public business outside the municipality or other area in which the person's principal business office is located, such person shall be paid necessary travel expenses, including actual living expenses, if substantiated in the manner provided by this ordinance.
- B. Travel Expenses.
1. Each County officer or employee who is authorized to travel in accordance with the provisions of this ordinance may receive an allowance based on an application for advance travel funds and/or reimbursement for transportation expenses incurred while traveling in connection with the public business of the County.
 2. Transportation expenses shall be incurred at the least possible cost to the County, considering total cost of transportation, time spent in transit, and the availability of County-owned automobiles.
 3. When utilizing air transportation, travel shall be arranged at coach airfare, unless said service is unavailable. Persons utilizing air transportation shall not be reimbursed for meals served in flight or included in the cost of airfare.
 4. If travel by County-owned automobile or public conveyance is not the most economical means of transportation or is otherwise impractical, use of a private conveyance may be permitted, and the allowance for travel by such private conveyance shall be \$.24 per mile traveled.
 5. If a private conveyance is used for reasons of personal convenience in the transaction of County business and is not the most economical or practical means of transportation, the allowance for travel shall be \$.12 per mile traveled. Payment of any amount for this mode of transportation shall be contingent on compliance with Section 16 of this ordinance.
 6. Compensation provided in accordance with this subsection does not include transportation from home to point of departure by public conveyance,

and no compensation shall be allowed for transportation to and from home and the principal business office.

7. All other travel expenses, such as convention registration fees (including supplies and other such materials required for attendance at the convention or conference), taxis, airporter or limousine fares, parking or vehicle storage fees, or any other office expenses not a part of food and lodging will be paid in addition to the transportation expenses noted in this section. Receipts should be obtained wherever feasible, and all receipts and actual travel expenses should be itemized on a separate sheet attached to the travel per diem claim form, together with an explanation for any unusual expenditures. In computing the cost of public conveyance, the total cost to and from the point of departure of the public conveyance and to and from the point of destination is included.

C. Living Expenses.

1. In addition to the travel expenses noted in the preceding subsection, any County officer or employee shall be paid living expenses while on authorized travel status from the point of departure to the point of return or whenever travel status is terminated, whichever occurs first. Said living expenses shall include the following:
 - (a) Meals and tips required in conjunction with attending meetings or conducting business for which travel is authorized. Except as hereinafter provided, meals will be reimbursed individually, and may not exceed \$4.00 for breakfast, \$6.00 for lunch and \$12.00 for dinner. When travel status is for a period in excess of 24 hours, reimbursement for meals shall not exceed \$22.00 per 24-hour period. If a meal is provided at a fixed cost at a conference, seminar or similar business meeting and that cost exceeds the reimbursable amount set forth above, the County officer or employee may be reimbursed for the actual required cost of the meal. Tips for meals shall not exceed 15 percent of the cost of the meal.
 - (b) Lodging. Each County officer or employee shall be selective and prudent in choosing lodging. No reimbursement for lodging may be made without receipts and no lodging expenses

for the officer's or employee's spouse are reimbursable.

- (c) Miscellaneous expenses necessary to the conduct of business for which travel is authorized, including without limitation, business telephone calls, local fees and charges, and other expenses not included for the personal enjoyment or convenience only of the officer or employee.
 - (d) Toll calls charged to an approved telephone credit card or charges reversed to the telephone of the appropriate County office.
2. Receipts shall be required on reimbursements for all living expenses (meals and lodging), and in the event it is not feasible to obtain receipts for meals and miscellaneous expenses, a complete itemization of all such costs shall be made on a separate sheet attached to the reimbursement claim form. When registration fees provide for meals, employees shall not request double reimbursement for the cost of meals included in the registration fees.

SECTION 3. Existing Sections 11, 20, 21 and 23 of Washoe County Ordinance No. 380 are hereby repealed. Existing sections 12 to 19, inclusive, are hereby renumbered as sections 11 to 18, inclusive. Existing section 22 is hereby renumbered as section 19.

Proposed on the 13 day of April, 1982.
Proposed by Commissioners Farr.
Passed on the 11th day of May, 1982.

Vote:

Ayes: Commissioners: Farr, Ferrari, Brown, Underwood & Williams

Nays: Commissioners: None

Absent: Commissioners: None



Chairman of the Board

ATTEST:



County Clerk

This ordinance shall be in force and effect from and after the 26th day of May, 1982.