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RENO GAZETTE-JOURNAL
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DESCRIPTION OF LEGAL ADVERTISING

Ord. 794

349008

TERMS: Please pay from this invoice. It is due upon presentation and is past due after 15 days.

Legal Ad. Cost 20.16

Extra Proofs

Notary Fee 2.00

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- Washoe County Clerk
- P.O. Box 11130
- Reno, Nv. 89520

MONTH

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
March																																
April			x																													

PROOF OF PUBLICATION

STATE OF NEVADA, ss.
COUNTY OF WASHOE

Alice L. Buffaloe

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 of _____ Ord. 794

_____ of which a copy is hereto attached, was first published in said newspaper in its issue dated the _____ day of _____ Mar 19 90 and, _____ April 3rd, the full period of _____ 2 _____ days, the last publication thereof being in the issue of _____ April 3rd, _____ 19 90.

Signed Alice L. Buffaloe

Subscribed and sworn to before me this

3rd day of _____ April, 19 90

Paula Jean Keller
Notary Public

PUBLIC NOTICE
NOTICE OF COUNTY ORDINANCE NO. 794

PUBLIC NOTICE IS HEREBY GIVEN that Ordinance No. 794, Bill No. 969, "An ordinance amending the Washoe County Code by revising provisions pertaining to payment of travel expenses; restricting payment of registration fees by individuals; requiring department heads to certify that advances and reimbursement for travel expenses do not exceed their department's travel budget; requiring budgetary reallocations if the Department's travel budget would be exceeded; repealing obsolete travel funds," was adopted on March 20, 1990, by Commissioners Beck, Cornwall, Lillard, McDowell and Reid.

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

349008-Ord. No. 794
Mar 27; Apr 3-ttl133

Judi Bailey
County Clerk

PAULA JEAN KELLER
Notary Public - State of Nevada
Appointment Recorded In Washoe County
MY APPOINTMENT EXPIRES MAR. 4, 1991



SUMMARY: Amends Washoe County Code by revising provisions pertaining to payment of travel expenses.

BILL NO. 969

ORDINANCE NO. 794

AN ORDINANCE AMENDING THE WASHOE COUNTY CODE BY REVISING PROVISIONS PERTAINING TO PAYMENT OF TRAVEL EXPENSES; RESTRICTING PAYMENT OF REGISTRATION FEES BY INDIVIDUALS; REQUIRING DEPARTMENT HEADS TO CERTIFY THAT ADVANCES AND REIMBURSEMENT FOR TRAVEL EXPENSES DO NOT EXCEED THEIR DEPARTMENT'S TRAVEL BUDGET; REQUIRING BUDGETARY REALLOCATIONS IF THE DEPARTMENT'S TRAVEL BUDGET WOULD BE EXCEEDED; REPEALING OBSOLETE TRAVEL FUNDS.

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 the provisions set forth as sections 2 and 3 of this ordinance.

SECTION 2.

5.354 Requests for registration fees for courses and seminars held outside of Washoe County; county officers and employees not entitled to reimbursement.

1. Registration fees for courses, seminars, workshops or similar meetings held outside of Washoe County may be paid only by a county warrant issued by the county comptroller. Any person requesting payment of such registration fees must make a written request directly to the county comptroller which contains the approval of the department head for the travel associated with attendance at the course, seminar, workshop or meeting.

2. No county officer or employee shall pay from his personal funds any registration fees for any course, seminar, workshop or similar meeting held outside of Washoe County. If a county employee or officer pays registration fees contrary to the requirements of this section, the county comptroller shall deny a request for reimbursement of those fees.

3. Nothing in this section prohibits a county officer or employee from paying registration fees for courses, seminars, workshops or similar meetings held within Washoe County from his personal funds and subsequently obtaining reimbursement of those fees from the county comptroller.

SECTION 3.

5.356 Limitation on advances, payment and reimbursement for travel; department heads to certify that travel is within departmental travel budget; exceptions.

1. Any request for advance money for travel, reimbursement of travel expenses or any other payment of travel expenses made pursuant to section 5.351 to 5.395, inclusive, must be accompanied by the certification of the department head that payment of the expenses sought by the request would not overdraw the department's budgeted amount for travel. If the amount requested would overdraw the department's travel budget, the request must be submitted to the board of county commissioners pursuant to subsection 2.

2. If a request for advance travel money or reimbursement of travel expenses would overdraw a department's budgeted amount for travel, the request for payment must be accompanied by a request for a reallocation of money from another part of the department's budget into the department's travel budget in an amount sufficient to pay the travel expenses sought.

3. Any request for advance travel money or for reimbursement of travel money which would overdraw a department's travel budget must be reviewed by the finance division and approved by the board of county commissioners. Such a request may be approved only if the department head has submitted a simultaneous request for budget reallocation pursuant to subsection 2.

4. No request for advance money for travel or for reimbursement of travel expenses which would otherwise overdraw a department's travel budget may be approved by the board of county commissioners unless the board approves the reallocation of the department's budget to assure that sufficient money for the payment exists in the department's travel budget.

5. The provisions of this section do not apply to emergency travel under section 5.357.

6. For purposes of this section, "department head" includes the elected or appointed head of any department, agency or office of Washoe County.

SECTION 4. 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. It is the department head's responsibility to:

(a) Assure the appropriateness of a seminar, conference or other meeting and to determine if more than one individual should attend.

(b) Determine if travel costs will exceed the department's travel budget.

(c) Deny authorization for travel or expenditures for travel which will overdraw the department's travel budget unless reallocations to the travel budget are made in conjunction with the authorization or expenditure.

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

5.355 Requests for permission to travel.

1. Any county officer or employee requesting advance money for travel expenses or subsistence allowances shall submit such a request in writing to the board of county commissioners.

2. Subject to the limitations contained in section 5.356, travel requests not requiring advance money shall be approved for processing by the appropriate appointed or elected department head. Travel requests of appointed department heads shall be approved by the county manager or an assistant county manager.

SECTION 6. 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, criminal investigations or a circumstance which would result in any impairment of the health, safety or welfare of the general public.

2. In cases of emergency, requests for advance travel money need not be presented as provided in section 5.356 or subsection 1 of section 5.355. In such cases, the following procedure must be used:

(a) For emergency travel by an officer or employee of the sheriff, district attorney or Wittenberg Hall, the request for advance travel money shall be approved by the elected or appointed head of the office or his designee. If approved, payment must be made from the revolving account of the office. The office shall submit to the comptroller a claim voucher indicating the emergency expenses paid out of its revolving account, and the comptroller shall either approve or disapprove the claim. If the comptroller approves the claim, he shall reimburse the office's revolving account from available funds.

(b) For emergency travel by an officer or employee of any office or department not set forth in paragraph (a), the officer or employee shall submit a request to the county manager, who shall approve or deny the request.

3. Every emergency travel advance made pursuant to this section is subject to subsequent affirmation or denial on a finding of good cause by the board of county commissioners.

SECTION 7. Section 5.365 of the Washoe County Code is hereby amended to read as follows:

5.365 Forms for requests for permission to travel, requests for advance travel funds, and travel claims.

1. 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.

2. 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 budget and, for requests which would overdraw that travel budget, must provide for the budgetary reallocations required by section 5.356.

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

SECTION 8. Section 5.373 of the Washoe County Code is hereby repealed.

Proposed on the 27TH day of FEBRUARY, 1990
 Proposed by Commissioners REID
 Passed on the 20TH day of MARCH, 1990.

Vote:

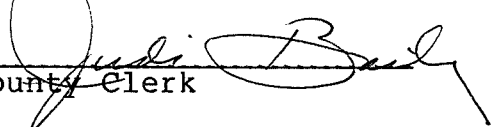
Ayes: Commissioners: BECK, CORNWALL, LILLARD McDOWELL, & REID.

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 3RD day of APRIL, 1990.