

RENO NEWSPAPERS INC

Publishers of

Reno Gazette-Journal

955 Kuenzli St • P.O. Box 22,000 • Reno, NV 89520 • 775.788.6200

Legal Advertising Office 775.788.6394

WASHOE CO
PO BOX 11130
RENO NV 89520-0027

Customer Acct# **349008**
PO# **ORD 1282**
Ad# **1000176428**
Legal Ad Cost **\$91.16**

STATE OF NEVADA
COUNTY OF WASHOE

ss: Julia Ketcham

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 referenced below has published in each regular and entire issue of said newspaper between the dates: **1/13/2006 - 1/20/2006**, for exact publication dates please see last line of Proof of Publication below.

Signed:

JAN 24 2006

Subscribed and sworn to before me



Proof of Publication

NOTICE OF ADOPTION WASHOE COUNTY ORDINANCE NO. 1282 NOTICE IS HEREBY GIVEN THAT: Bill No. 1461, Ordinance No. 1282 entitled An ordinance amending Section 5.361 (travel expenses) of the Washoe County Code by eliminating the annual setting of the mileage allowance for County employees and officials while traveling in connection with the public business of the County and providing the mileage allowance is automatically tied to the Internal Revenue Service rate and other matters relating thereto. was adopted on January 10, 2006 by Commissioners Galloway, Humke, Larkin, Sferrazza, and Weber. This ordinance shall be in full force and effect from and after January 20, 2006. 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, and can be found on the County Clerk's website, www.washoecounty.us/clerks. AMY HARVEY, Washoe County Clerk and Clerk of the Board of County Commissioners No. 176428 January 13, 20, 2006

RENO NEWSPAPERS INC

Publishers of

Reno Gazette-Journal

955 Kuenzli St • P.O. Box 22,000 • Reno, NV 89520 • 775.788.6200

Legal Advertising Office 775.788.6394

WASHOE CO
PO BOX 11130
RENO NV 89520-0027

Customer Acct# **349008**
PO# **ORD 1282**
Ad# **1000181185**
Legal Ad Cost **\$39.58**

STATE OF NEVADA
COUNTY OF WASHOE

ss: Julia Ketcham

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 referenced below has published in each regular and entire issue of said newspaper between the dates: **1/24/2006 - 1/24/2006**, for exact publication dates please see last line of Proof of Publication below.

Signed: *Julia Ketcham*

JAN 24 2006

Subscribed and sworn to before me



Tana Ciccotti

Proof of Publication

NOTICE OF ADOPTION WASHOE COUNTY ORDINANCE NO. 1282 NOTICE IS HEREBY GIVEN THAT: Bill No. 1461, Ordinance No. 1282 entitled An ordinance amending Section 5.361 (travel expenses) of the Washoe County Code by eliminating the annual setting of the mileage allowance for County employees and officials while traveling in connection with the public business of the County and providing the mileage allowance is automatically tied to the Internal Revenue Service rate and other matters relating thereto. was adopted on January 10, 2006 by Commissioners Galloway, Humke, Larkin, Sferrazza, and Weber. This ordinance shall be in full force and effect from and after January 20, 2006. 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, and can be found on the County Clerk's website, www.washoecounty.us/clerks. AMY HARVEY, Washoe County Clerk and Clerk of the Board of County Commissioners No. 181185 January 24, 2006

SUMMARY: An ordinance amending Washoe County Code by eliminating the annual setting of the mileage allowance for county employees and officials while traveling in connection with the public business of the county and providing the mileage allowance is automatically tied to the Internal Revenue Service rate.

BILL NO. 1461

ORDINANCE NO. 1282

AN ORDINANCE AMENDING SECTION 5.361 (TRAVEL EXPENSES) OF THE WASHOE COUNTY CODE BY ELIMINATING THE ANNUAL SETTING OF THE MILEAGE ALLOWANCE FOR COUNTY EMPLOYEES AND OFFICIALS WHILE TRAVELING IN CONNECTION WITH THE PUBLIC BUSINESS OF THE COUNTY AND PROVIDING THE MILEAGE ALLOWANCE IS AUTOMATICALLY TIED TO THE INTERNAL REVENUE SERVICE RATE AND OTHER MATTERS RELATING THERETO.

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

SECTION 1. Section 5.361 of the Washoe County Code is hereby amended to read as follows:

5.361 Travel expenses.

1. Each county officer or employee who is authorized to travel in accordance with sections 5.351 to 5.395, inclusive, shall receive an allowance based on an application for advance travel funds and reimbursement for transportation expenses incurred while traveling in connection with the public business of the county, as long as those expenses are incurred in conformance with sections 5.351 to 5.395, inclusive.

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. Use of county vehicles is encouraged if more than one person is traveling.

3. When utilizing air transportation, travel must be arranged at discount airfare, unless such service is unavailable. If unavailable, travel should be arranged at coach airfare. Persons utilizing air transportation will not be reimbursed for meals served in flight or included in the cost of airfare. Use of travel agents is encouraged to obtain the best fare and to expedite payment. Airfare which is paid for by the county officer or employee will not be reimbursed until the travel is completed and proper documentation is submitted to the county comptroller.

4. If travel by county-owned vehicle or by public air transportation is not the most economical or efficient means of transportation, use of a private vehicle may be permitted. The

rate of the mileage allowance is the standard mileage reimbursement rate allowed by the Internal Revenue Service to be deducted from federal income tax and which is in effect at the time the mileage is traveled as determined by the county comptroller. In addition, the allowance for travel by private vehicle shall not exceed the cost of public air transportation if the travel is between cities served by public air transportation, except in cases where the scheduled public air transportation is wholly impractical for the employee's travel. For purposes of this subsection, "public air transportation" means scheduled air service by recognized airlines and does not include privately chartered air transportation.

5. If a private vehicle 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 is one-half the rate established as provided in subsection 4 above. Payment of any amount for this mode of transportation is contingent on compliance with section 5.391. The appropriate rate of reimbursement will be specified and approved on the request for permission to travel form.

6. County vehicles are available for county authorized travel from the county motor pool. When county vehicles are being used for travel pursuant to sections 5.351 to 5.395, inclusive, only county officers and employees may drive such vehicles.

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

8. All other travel expenses, such as convention registration fees (including supplies and other material required for attendance at the convention or conference), taxis, airporter or limousine fare, 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 must be obtained, and all receipts and actual travel expenses must 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.

9. To obtain reimbursement for a rental car, an officer or employee must obtain prior approval for such rental on the request for permission to travel form. Requests for reimbursement made subsequent to travel will be approved only with written justification and approval by the department head.

10. Insurance paid for rental cars is not payable in advance or reimbursable.

[Business Impact Note: The Board of County Commissioners hereby finds that this ordinance does not impose a direct and significant economic burden upon a business, nor does it directly restrict the formation, operation or expansion of a business.]

Proposed on the 13th day of December, 2005.
Proposed by Commissioner Humke
Passed on the 10th day of JANUARY, 2006.

Vote:

Ayes: LARKIN, WEBER, GALLOWAY, Humke, Sferrazza

Nays: 0

Absent: 0

Robert M Larkin
Chairman
Washoe County Commission

ATTEST:

Amy Hawey
County Clerk

This ordinance shall be in force and effect from and after the 20th day of JANUARY, 2006.

p:/ORD/5.361 final
P. Lipparelli 11-16-2005