



# WASHOE COUNTY

Integrity Communication Service

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## STAFF REPORT

**BOARD MEETING DATE:** December 18, 2018

**DATE:** Wednesday, December 12, 2018

**TO:** Board of County Commissioners

**FROM:** Christine Vuletich, Assistant County Manager Finance/Administration  
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**THROUGH:** John Slaughter, County Manager

**SUBJECT:** Introduction and first reading of an Ordinance amending Chapter 5 of the Washoe County Code by repealing sections of the Travel Regulation Ordinance related to per diem allowances for travel advances and receipts for transportation by public conveyance; and by revising sections of the Travel Regulation Ordinance related to: the policy of the Board of County Commissioners related to travel by county officers and employees; registration fees for courses, seminars, conferences and workshops; requests for permission to travel; travel accounts and special accounts; emergency travel; recruitment expenses; moving expenses; payment of travel expenses; transportation expenses; living expenses; local business expenses; legislative and lobbying expenses; advance payments; travel advances constituting a lien on a county officer or employee's accrued wages; filing travel claims; travel authorization for employees performing services in the outlying areas of Washoe County; departmental regulations concerning travel; use of county vehicles; use of private vehicles; travel and moving expenses upon an employee's transfer; prohibition of salary advances; and if supported, set a public hearing for the second reading and possible adoption of the ordinance on January 8, 2019. (All Commission Districts)

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### **SUMMARY**

The Washoe County Board of Commissioners will introduce and hold the first reading of an ordinance amending Washoe County's Code Chapter 5 specifically relating to the County's Travel Regulation Ordinance.

**Washoe County Strategic Objective supported by this item:** Stewardship of our Community

**AGENDA ITEM #** \_\_\_\_\_

### **PREVIOUS ACTION**

On October 9, 2018 the Board of County Commissioners approved a request by the County Manager, through the Washoe County Clerk, and pursuant to Washoe County Code (“WCC”) 2.030, to initiate amendments to the Washoe County Code (Chapter 5- Administration and Personnel, Chapter 15- County Finances; Purchasing, and Chapter 65- Safety and Disaster Services) and to direct the County Clerk to submit the request to the District Attorney’s Office for preparation of proposed ordinances in accordance with WCC 2.040.

### **BACKGROUND**

Under WCC 2.050, when the District Attorney has completed the proposed ordinance, the County Clerk will place the proposed ordinance on the agenda for the next regularly scheduled meeting of the Board in accordance with the adoption procedures set out in NRS 244.100.

In this item, the County Manager is requesting amendments to WCC Chapter 5. Certain provisions within Chapter 5, specifically related to the county’s Travel Regulation Ordinance, are outdated and require amendment to reflect modern practice.

### **FISCAL IMPACT**

There is no fiscal impact from this action.

### **RECOMMENDATION**

It is recommended that the Board of County Commissioners introduce and conduct a first reading of an Ordinance amending Chapter 5 of the Washoe County Code by repealing sections of the Travel Regulation Ordinance related to per diem allowances for travel advances and receipts for transportation by public conveyance; and by revising sections of the Travel Regulation Ordinance related to: the policy of the Board of County Commissioners related to travel by county officers and employees; registration fees for courses, seminars, conferences and workshops; requests for permission to travel; travel accounts and special accounts; emergency travel; recruitment expenses; moving expenses; payment of travel expenses; transportation expenses; living expenses; local business expenses; legislative and lobbying expenses; advance payments; travel advances constituting a lien on a county officer or employee’s accrued wages; filing travel claims; travel authorization for employees performing services in the outlying areas of Washoe County; departmental regulations concerning travel; use of county vehicles; use of private vehicles; travel and moving expenses upon an employee’s transfer; prohibition of salary advances; and if supported, set a public hearing for the second reading and possible adoption of the ordinance on January 8, 2019.

**POSSIBLE MOTION**

Should the Board approve, a possible motion would be: “Move to adopt an ordinance amending Chapter 5 of the Washoe County Code by repealing sections of the Travel Regulation Ordinance related to per diem allowances for travel advances and receipts for transportation by public conveyance; and by revising sections of the Travel Regulation Ordinance related to: the policy of the Board of County Commissioners related to travel by county officers and employees; registration fees for courses, seminars, conferences and workshops; requests for permission to travel; travel accounts and special accounts; emergency travel; recruitment expenses; moving expenses; payment of travel expenses; transportation expenses; living expenses; local business expenses; legislative and lobbying expenses; advance payments; travel advances constituting a lien on a county officer or employee’s accrued wages; filing travel claims; travel authorization for employees performing services in the outlying areas of Washoe County; departmental regulations concerning travel; use of county vehicles; use of private vehicles; travel and moving expenses upon an employee’s transfer; prohibition of salary advances; and if supported, set a public hearing for the second reading and possible adoption of the ordinance on January 8, 2019.”