



COUNTY OF HUMBOLDT

For the meeting of: 8/18/2020

File #: 20-975

To: Board of Supervisors

From: County Administrative Office

Agenda Section: Consent

SUBJECT:

Adoption of Ordinance: Updating Sections 254-1, 254-2, 254-4 through 254-9, and 254-11 through 254-13 of the Humboldt County Code Relating to Authorized Expenses

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt Ordinance No. _____, updating sections 254-1, 254-2, 254-4 through 254-9, and 254-11 through 254-13 of the Humboldt County Code Relating to Authorized Expenses.

SOURCE OF FUNDING:

All county funds.

DISCUSSION:

On July 28 your Board introduced the above referenced ordinance amending certain sections for adoption with a directive to the Clerk of the Board to publish a pre-adoption summary of the ordinance and set the ordinance for adoption at least one week away. There was a clerical error in the title (some sections were omitted) which is corrected in Attachment 1. There are no changes to the code language or ordinance itself and reintroduction is not required. This action completes adoption of the ordinance and will result in publication of a post-adoption summary.

It should be noted that the Auditor-Controller has stated her continued unwillingness to approve county payments for unlawful operation of vehicles without having the opportunity to consider it before approval.

FINANCIAL IMPACT:

The per diem rates have remained unchanged. Section VII - Special Circumstances authorizes up to \$1,000 per candidate for expenses related to recruiting a department head or essential position. Special Circumstances expenses will be incurred by the department, and should occur infrequently during the year. The review process will include ensuring departments have sufficient funding for Special Circumstances expenses. Approving this policy will ensure the county has an Accountable Plan for IRS purposes and will allow employees to receive county payment and not report it as taxable income.

Approving the policy will also likely speed up county payment and significantly reduce the number of rejected claims.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by investing in county employees .

OTHER AGENCY INVOLVEMENT:

All county departments.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to adopt the attached ordinance. This option is not recommended as the current policy and ordinance is outdated. In addition, your Board approved the ordinance and policy without changes on July 28. Approving staff recommendation completes that action.

ATTACHMENTS:

1. Ordinance Updating Ordinance Relating to Authorized Expenses.
2. Expense and Reimbursement Policy.
3. Post-Adoption Summary of Ordinance Amending Code Relating to Expenses and Reimbursements.

PREVIOUS ACTION/REFERRAL:

Board Order No.: H-1

Meeting of: July 28, 2020

File No.: 20-902