

ORDINANCE NO. _____

**AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE
COUNTY OF HUMBOLDT AMENDING SECTIONS 254-2, AND 254-4
THROUGH 254-9 OF CHAPTER 4 OF DIVISION 5 OF TITLE II OF THE
HUMBOLDT COUNTY CODE RELATING TO EXPENSES**

WHEREAS, the County of Humboldt takes its stewardship over the use of its limited public resources seriously; and

WHEREAS, public resources should only be used when there is a substantial benefit to the County of Humboldt; and

WHEREAS, this ordinance and associated policy satisfy the requirements of Government Code sections 53232.2 and 53233.3.

Now therefore, the Board of Supervisors of the County of Humboldt ordains as follows:

SECTION 1. Chapter 4 of Division 5 of Title II of the Humboldt County Code is hereby amended as stated in Attachment 1 (deletions in ~~strikeout~~, additions in *italics*), attached hereto and incorporated herein by reference.

SECTION 2. This ordinance shall take effect and be in force thirty (30) days from the date of its passage. A summary shall be published at least five (5) days before the date set for adoption and again fifteen (15) days after passage of this ordinance. It shall be published once with the names of the Board of Supervisors voting for and against the ordinance in a newspaper of general circulation published in the County of Humboldt, State of California.

PASSED, APPROVED AND ADOPTED this _____ day of _____, 2020.

AYES: Supervisors--
NOES: Supervisors--
ABSENT: Supervisors--

Chair of the Board of Supervisors of the
County of Humboldt, State of California

(SEAL)

ATTEST:

Kathy Hayes, Clerk of the Board of Supervisors
County of Humboldt

Attachment 1

Amendments to Chapter 4 of Division 5 of Title II of the Humboldt County Code

CHAPTER 4

TRAVEL EXPENSES

Sections:

- § 254-1. **Scope and Purpose.**
- § 254-2. **Definition of Travel Expenses.**
- § 254-3. **Special Circumstances Expenses.**
- ~~§ 254-4. **Prior Approval for Travel and Related Expenses.**~~
- ~~§ 254-5. **In-County Business Related Expenses.**~~
- ~~§ 254-6. **Type of Transportation to Be Used and Transportation Expense.**~~
- ~~§ 254-7. **Expenses of Meals, Lodging and Incidentals.**~~
- ~~§ 254-8. **Attendance of Deputies or Assistants at Conventions, Conferences or Special Meetings.**~~
- § 254-9. **Expense Reimbursement Policy and Claim Forms.**
- § 254-10. **Extraditions.**
- § 254-11. **Expense of Legislative Representation.**
- § 254-12. **Travel Advances.**
- § 254-13. **Expense Reimbursement for Supervisors-Elect.**

254-1.

Scope and Purpose.

(a) *Scope.* This chapter regulates the subject matter and procedure for reimbursement to County officers and employees for the expenses incurred ~~for travel, lodging and meals~~ while carrying out County business, ~~such as for travel, lodging and meals~~ whether in or out of County.

(b) *Purpose.* The purpose of this chapter is to define and provide for the reimbursement of actual and necessary expenses incurred ~~during travel~~ by County officers and employees while conducting County business, ~~whether in or out of County.~~ (Ord. 1468, § 1, 4/14/1981)

254-2.**Definition of Travel Expenses.**

The term "travel expense", as herein defined, means that expense which is actual and necessary for travel to, from and within the County seat of the County of Humboldt, including transportation, meals, lodging and incidental expenses incurred in the performance of duties required by law or the Board of Supervisors, or as authorized by the Board of Supervisors. (Ord. 1468, § 1, 4/14/1981)

(a) Authorized Expenses. County funds, equipment, supplies, titles, and staff time must only be used for authorized county business. Expenses incurred in connection with the following types of activities generally constitute authorized expenses, if the requirements of this chapter and the policy adopted pursuant to section 254-9 are met:

1. Communicating with representatives of regional, state and national government on county adopted policy positions;
2. Attending educational seminars designed to improve employee's or officials' skill and information levels;
3. Participating in regional, state and national organizations whose activities affect county's interests;
4. Attending county events;
5. Implementing a strategy for attracting or retaining businesses to the county, which will typically involve at least one staff member;
6. Participating in activities for attracting employees to the county and travel expenses for candidates seeking employment as detailed in the policy adopted pursuant to section 254-9;
7. Responding to or preparing for an emergency;
8. Travel and meal expenses incurred for the purposes of conducting official county business, representing the county in an official capacity, or for obtaining training or information directly beneficial to departmental operations. Elected officials, department heads or their designees shall authorize all travel, subject to the limitations of this chapter and shall be responsible for certifying that expenses are related to county business.
9. Expenses of the Board of Supervisors as detailed in the policy adopted pursuant to section 254-9.

(b) Personal Expenses Not Reimbursable. Examples of personal expenses that the county will not reimburse include, but are not limited to:

1. The personal portion of any trip;
2. Political or charitable contributions or events;
3. Family expenses, including partner's expenses when accompanying an official or employee on agency-related business, as well as children or pet-related expenses;
4. Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf related expenses), or other cultural events;
5. Non-mileage personal automobile expenses, including repairs, traffic citations,

insurance or gasoline; and
6. Personal losses incurred while on county business.

254-3.

Special Circumstances Expenses.

In this category are meal costs or persons serving on public commissions or examining boards without compensation incurred when the body is in session for the greater part of the day. Under this and other special circumstances, as designated by motion from time to time by the Board of Supervisors, actual and necessary expenses will be reimbursed. All requests for authorization to incur special expenses provided for by this section shall be approved by the County Administrative Office or designee(s) who shall present the approved requests to the Board of Supervisors at its next regular meeting. (Ord. 1468, § 1, 4/14/1981; Ord. 2388, § 1, 8/21/2007)

~~254-4.~~

~~Prior Approval for Travel and Related Expenses.~~

~~Out-of-County and out-of-State travel may be approved by the department head, except for times of fiscal crisis as declared by the Board of Supervisors. During a fiscal crisis declaration, out-of-County and out-of-State travel is to be approved by the County Administrative Officer unless otherwise exempted in the Board's declaration. Out-of-State travel for the purposes of accompanying a 300 dependent or 600 ward (Welfare and Institutions Code §§ 300-304.7 and 601-618.5) of the court, and District Attorney Investigators in the pursuit of abducted children do not require CAO approval. In-County travel may be approved by the department head as provided in the following section. (Ord. 1468, § 1, 4/14/1981; Ord. 2388, § 1, 8/21/2007; Ord. 2596, § 1, 4/3/2018)~~

~~254-5.~~

~~In-County Business Related Expenses.~~

~~(a) Reimbursement of actual and necessary in-County business related expenses are hereby authorized for those employees, in the amounts, as designated or approved by the Board of Supervisors. Said reimbursement shall be made consistent with the remaining sections of this~~

~~chapter, and pursuant to the administrative/financial procedures developed by the County Administrative Officer. (Ord. 1468, § 1, 4/14/1981; Ord. 2179, 10/20/1998)~~

~~(b) County vehicles may be routinely driven to and from work only if specifically authorized by the County Administrative Officer. (Ord. 2179, 10/20/1998; Ord. 2388, § 1, 8/21/2007)~~

~~254-6.~~

~~Type of Transportation to Be Used and Transportation Expense.~~

~~(a) The type of transportation to be used shall be approved by the appropriate department head or officer.~~

~~(b) Travel reimbursement shall be at least cost alternative to the County considering cost of travel, per diem and known costs, number of people traveling, staff time and other travel-related costs.~~

~~(c) *Private Automobile.* Authorization for the use of private automobiles furnished by an officer or employee for the conduct of official County business may be granted upon the prior approval of the department head and following the certification of insurance coverage. No private automobile may be authorized for use on County business, whether reimbursed or not, without the appropriate insurance coverage. The certifications procedures are to be developed and administered by the Risk Manager or designee in coordination with the County Administrative Officer and Auditor-Controller.~~

~~If the officer or employee furnishing the automobile for transportation is accompanied by any other officer or employee, such other officer or employee may not claim any automobile expenses.~~

~~Reimbursement for travel by private automobile, shall be reimbursed as follows:~~

~~(1) At the rate established by the Internal Revenue Service for the Standard Mileage Rate as verified annually by the Auditor-Controller for the miles actually and necessarily traveled in the conduct of County business, to be paid to the officer or employee providing the transportation; or~~

~~(2) For the actual costs of a rental car and gasoline used in the conduct of County business, to be paid to the officer or employee incurring the costs for the rental car and gasoline.~~

~~The reimbursement rate provided for in this section shall apply to all County employees, except that County employees funded by State or Federal contracts or grants shall be reimbursed at~~

rates established or controlled by their funding sources. (Ord. 2179, 10/20/1998; Ord. 2596, § 1, 4/3/2018)

~~254-7.~~

~~Expenses of Meals, Lodging and Incidentals.~~

~~(a) Travel Outside of Humboldt County.~~

~~(1) Meals. Meals shall be reimbursed to all officers and employees, including members of the Board of Supervisors, as follows:~~

~~(A) Any person traveling on authorized County business shall be reimbursed for actual and necessary expenses incurred for mileage, transportation, lodging, incidentals and meals, in addition to their regular compensation. The maximum amounts of such reimbursement shall be established in the Travel and Meal Policy, subject to amendment by the Board of Supervisors; or (Ord. 2388, § 1, 8/21/2007)~~

~~(B) In cases where participation in an official convention or conference would be interfered with by these limits, additional reasonable and necessary meal expenses are allowed. A meal costing over the prescribed maximum may be fully reimbursed on submission of a receipt and approval by the employee's department head. (Ord. 2179, 10/20/1998; Ord. 2257, 12/4/2001)~~

~~(b) In-County Travel. In-County travel reimbursement shall be made pursuant to §§ 254-5 and 254-7(a) above.~~

~~254-8.~~

~~Attendance of Deputies or Assistants at Conventions, Conferences or Special Meetings.~~

~~Excepting members of the Board of Supervisors and County department heads or officers, the policy of the Board of Supervisors is that attendance of one (1) individual from a department is normally sufficient to insure dissemination of information derived from conventions, conferences or special meetings. Variances from this policy may be made for staff training purposes and is at the discretion of the department head. (Ord. 1468, § 1, 4/14/1981; Ord. 2388, § 1, 8/21/2007)~~

254-9.**Expense Reimbursement Policy and Claim Forms.**

(a) The County Administrative Officer is directed to maintain and update as necessary the county's expense reimbursement policy which shall provide further details and procedures regarding the use and expenditure of county resources, as well as the standards against which those expenditures will be measured. The expense reimbursement policy shall be consistent with this chapter and any updates shall be approved by the Board of Supervisors. Any expense not detailed in this chapter or the expense reimbursement policy must be approved by the Board of Supervisors.

(b) Claims for reimbursement for travel expenses shall be made on special forms supplied by the Auditor-Controller for this purpose. All requirements of the Auditor-Controller concerning the information to be supplied on said claim forms must be complied with. (Ord. 1468, § 1, 4/14/1981)

254-10.**Extraditions.**

Nothing contained herein is to be applicable to any claim made by a County officer or employee to the State Board of Control with regard to travel expenses while acting as a State agent engaged in returning fugitives from justice to this State or in delivering inmates of prisoners to State Institutions. (Ord. 1468, § 1, 4/14/1981)

254-11.**Expense of Legislative Representation.**

Pursuant to the provisions of Government Code § [50023](#), regarding the expenses of legislative representation, members of the Board of Supervisors of Humboldt County and those officers, agents or employees of the County designated by order of the Board of Supervisors shall each be authorized to incur necessary expenses in connection with preparation of legislation or material in connection therewith, and for attendance at sessions of the State Legislature of meetings of committees of the State Legislature, for luncheon and dinner conferences ~~in an amount not exceeding One Hundred Dollars (\$100.00) per month~~. Such expenses shall be in addition to other provisions regarding reimbursement for travel expenses.

Reimbursement for expenses incurred under this section shall be made upon the filing of claims therefor and without the necessity of vouchers or receipts thereof. (Ord. 1468, § 1, 4/14/1981)

254-12.

Travel Advances.

Travel advances are hereby authorized for all County officers and employees to include the consideration of all travel related expenses. Said advances are to be made consistent with the procedures established by the Auditor-Controller expense reimbursement policy adopted pursuant to section 254-9. (Ord. 1468, § 1, 4/14/1981)

254-13.

Expense Reimbursement for Supervisors-Elect.

A person who has been elected to the Board of Supervisors, but who has not yet assumed office (Supervisor-elect) may request that the Board provide training and orientation for such Supervisor-elect to assist such person to perform his or her duties as a Board member, and may request that the Board authorize payment for such training and orientation from County funds. Each such request shall be in writing and shall specify the training or orientation or session proposed to be attended by such person, the maximum anticipated expenditure, and such other information as may be required by the Board. If such request is approved by the Board, the Supervisor-elect shall be reimbursed for authorized expenditures upon filing a claim therefor in such form as may be required by the County.

In addition to authorizing attendance at classes or training sessions sponsored by entities other than the County, upon request by one or more Supervisor-elect, the Board may provide such orientation and training by holding or sponsoring classes for such purpose.

Expenses which the Board may authorize pursuant to the provisions of this section shall include, but not be limited to, the payment of course fees, travel and per diem expenses, course materials, and consultant services.

Trainings for Supervisors-elect are typically held through the California State Association of Counties. Reimbursement will be based on actual costs incurred, and pre-approval will be provided based on available funding. The maximum amount payable pursuant to the provisions of this section in any

~~one fiscal year shall not exceed the sum of Five Thousand Dollars (\$5,000.00)~~ (reference: § [25208.4](#) of the Government Code) *per Supervisor-elect*. (Ord. 1559, § 1, 11/2/1982)
