



COUNTY OF HUMBOLDT

AGENDA ITEM NO.  
**C9**

For the meeting of: April 3, 2018

Date: March 26, 2018

To: Board of Supervisors

From: Amy S. Nilsen, County Administrative Officer *AN*

Subject: Adoption of Ordinance: Amending Sections 254-4, and 254-6 of Title II of the Humboldt County Code Relating to Travel Expenses

RECOMMENDATION(S):

That the Board of Supervisors adopt Ordinance No. 2596, amending Sections 254-4, and 254-6 of Title II of the Humboldt County Code Relating to Travel Expenses.

SOURCE OF FUNDING:

All county funds

DISCUSSION:

On March 27 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. This action completes adoption of the ordinance and will result in publication of a post-adoption summary.

Prepared by: Sean Quincey

CAO Approval *[Signature]*

REVIEW:

Auditor \_\_\_\_\_ County Counsel *BO* Human Resources \_\_\_\_\_ Other \_\_\_\_\_

TYPE OF ITEM:

- Consent
- Departmental
- Public Hearing
- Other \_\_\_\_\_

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT**

Upon motion of Supervisor Wilson Seconded by Supervisor Bass

- Ayes Bass, Fennell, Sundberg, Bohn, Wilson
- Nays \_\_\_\_\_
- Abstain \_\_\_\_\_
- Absent \_\_\_\_\_

PREVIOUS ACTION/REFERRAL:

Board Order No. I-2

Meeting of: 3/27/18

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: 4/3/18

By: *[Signature]*  
Kathy Hayes, Clerk of the Board

FINANCIAL IMPACT:

By amending this ordinance the county can expect to pay an average of 31.25 percent more on meal expenses. This will affect all county funds, including the General Fund.

OTHER AGENCY INVOLVEMENT:

All county departments

ALTERNATIVES TO STAFF RECOMMENDATIONS:

None

ATTACHMENTS:

1. Ordinance Updating Travel Expense Ordinance
2. Amended Humboldt County Code Relating to Travel Expenses
3. Post-Adoption Summary of Ordinance Amending Code Relating to Travel Expenses

## Attachment 1

### Ordinance Updating Travel Expense Ordinance

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA**

Certified copy of portion of proceedings, Meeting of April 3, 2018

**AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE COUNTY OF HUMBOLDT  
UPDATING SECTIONS 254-4 and 254-6 OF THE HUMBOLDT COUNTY CODE RELATING  
TO TRAVEL EXPENSES**

**ORDINANCE NO. 2596**

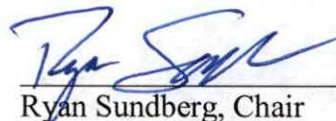
The Board of Supervisors of the County of Humboldt ordains as follows:

**SECTION 1.** Sections 254-4, and 254-6 of Chapter 4 of Division 5 of Title II of the Humboldt County Code are amended as shown on the attached pages.

**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 3<sup>rd</sup> day of April, 2018 on the following vote, to wit:

AYES:	Supervisors	Fennell, Bohn, Sundberg, Bass, Wilson
NOES:	Supervisors	--
ABSENT:	Supervisors	--




\_\_\_\_\_  
Ryan Sundberg, Chair  
Board of Supervisors of the County of Humboldt,  
State of California

(SEAL)

ATTEST:

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

By: \_\_\_\_\_

  
Ryan Sharp, Deputy

**Attachment 2**

**Amended Humboldt County Code Relating to Travel Expenses**

CHAPTER 4

TRAVEL EXPENSES

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, 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, 04/14/81)

254-2. DEFINITION OF TRAVEL EXPENSE.

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, 04/14/81)

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, 04/14/81; Ord. 2388, § 1, 05/08/2007)

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, 04/14/81; Ord. 2388, § 1, 05/08/2007; Ord. 2596, § 1, 04/03/2018)

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, 04/14/81; 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, 05/08/2007)

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. (Ord. 2179, 10/20/1998)

(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. (Ord. 2596, § 1, 04/03/2018)

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.

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, 05/08/2007)

(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, 10/20/98; Ord. 2257, 12/04/2001)

(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, 04/14/81; Ord. 2388, § 1, 05/08/2007)

254-9. CLAIM FORMS.

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, 04/14/81)

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, 04/14/81)

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, 04/14/81)

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. (Ord. 1468, § 1, 04/14/81)

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.

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). (Ord. 1559, § 1, 11/02/82)

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## Attachment 3

### Post-Adoption Summary of Ordinance Amending Code Relating to Travel Expenses

**SUMMARY FOR PUBLICATION AFTER ADOPTION OF ORDINANCE**

(The summary shall be published within fifteen (15) days after the adoption of the ordinance.)

**SUMMARY**

On \_\_\_\_\_, 2018, the Humboldt County Board of Supervisors adopted Ordinance No. \_\_\_\_\_ updating Sections 254-4, and 254-6 of Title II of the Humboldt County Code relating to Travel Expenses.

A copy of the ordinance is posted in the office of the Clerk of the Board of Supervisors.

The votes were:

AYES:

NOES:

ABSENT: