



MEMORANDUM
OFFICE OF THE
COUNTY EXECUTIVE OFFICE
COUNTY OF PLACER

TO: Honorable Board of Supervisors

FROM: Thomas Miller, County Executive Officer
By: Ronald Baker, Sr. Administrative Services Officer *RB*

DATE: June 27, 2006

SUBJECT: Modification of Chapter 2 of the Placer County Administrative Rules (Meals, Lodging, Travel and Transportation)

RECOMMENDATION

That your Board approves the attached resolution modifying Chapter 2 of the Placer County Administrative Rules to clarify requirements for approval of expenditures related to funding for departmental employee training, professional development, and team building events.

BACKGROUND.

Chapter 2 of the Administrative Rules provides written rules, policies and guidelines to Department Heads for expending public funds for meals, lodging, and travel and other incidental expenses. The County Executive Officer, in conjunction with the Auditor-Controller, is responsible for developing and administering these policies as defined in the Administrative Rules. The Rules provide that the Department Head is responsible for ensuring that meals, lodging, and travel expenses are incurred only for authorized purposes and at the least possible cost. Authorization for other incidental expenses (e.g., coffee, non-alcoholic beverages, and food), is also provided for special events if such expenses would be conducive to the efficient conduct of County business, and the cost is reasonable.

While the rules allow for expenditures related to departmental team building, professional development, and training, authorization and the current approval process for such expenditures related to these events are not specifically articulated. The County Executive Office and the Auditor Controller are recommending a change to the Administrative Rules to clarify authorization for such events and to make explicit the requirement for advance CEO approval. Prior approval would provide more consistency in application of the policies and criteria, as well as strengthen internal control over such expenditures.

The attached resolution adds Paragraph D to Section 2 of Chapter 2 of the Administrative Rules. This provision makes explicit that the authority for approval of training, professional development and team building related events rests with the County Executive Officer and provides that the County Executive Office is responsible for developing policy guidelines and criteria for the approval process.

FISCAL IMPACT

There is no direct or immediate fiscal impact resulting from the approval of this resolution.

Before the Board of Supervisors County of Placer, State of California

In the matter of:

**A RESOLUTION MODIFYING SECTION 2 OF
CHAPTER 2 OF ADMINISTRATIVE RULES (MEALS,
LODGING, TRAVEL AND TRANSPORTATION)
TO CLARIFY REQUIREMENTS FOR APPROVAL OF
EXPENDITURES RELATED TO FUNDING FOR
DEPARTMENTAL EMPLOYEE TRAINING,
PROFESSIONAL DEVELOPMENT AND TEAM
BUILDING EVENTS**

Resol. No: _____

Ord No: _____

First Reading: _____

The following RESOLUTION was duly passed by the Board of Supervisors of the
County of Placer at a regular meeting held June 27, 2006

by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chairman, Board of Supervisors

Attest:

Clerk of said Board

WHEREAS, The County staff has developed language of Chapter 2 of the Administrative Rules to clarify the requirements for approval of expenditures related to funding for departmental employee training, professional development, and team building events, and

WHEREAS, Staff recommends that Section 2 of Chapter 2 of the Administrative Rules governing meals, lodging, travel, and transportation be modified to add Paragraph D to provide that the County Executive Officer may approve Department Head requests for funding of employee training, professional development, and team building events and is responsible for developing guidelines for such funding.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of the County of Placer hereby approves the modification of Chapter 2 of the County Administrative Rules to add Paragraph D to Section 2 as shown in Exhibit A. (Additions are shown in bold and underline.)

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Exhibit A

2. MEAL POLICIES

A. Department Head Authority

Department Heads may authorize the expenditure of budgeted department funds for the cost of meals for an employee:

- 1) Attending a breakfast, luncheon, or dinner meeting where business directly affecting the County is discussed during the meeting. Examples of allowable business-type meals include when it is impractical to meet during normal working hours, or a meeting does not adjourn during lunch, or an employee is required to go to lunch as a member of a group, such as a Board or Commission where official business is conducted.
- 2) Traveling on official business that results in the employee being away from home two hours before or after normal working hours, or more than thirty (30) miles from their office.
- 3) Required to work more than two hours before or after a normal work assignment, and it is impractical or would be an inconvenience or imposition for the employee to go home for a meal and then return to work.
- 4) Attending an official County meeting and the employee is prevented from taking or completing a mid-shift meal break.
- 5) Prevented from taking meals away from the workstation because of extraordinary circumstances, e.g., law enforcement assignments, mandatory overtime, emergencies, or disasters.

B. Meals Provided as Part of a Fee, Lodging, or Flight

Meal related expenses are not reimbursable *if meals are provided as part of a tuition or registration fee*, with lodging or during an airline flight unless the meal was a separate cost above and beyond the cost of the airline ticket. However, incidental meals, such as continental breakfasts provided as part of lodging, will not be counted as a pre-paid meal and employees may be reimbursed for regular meals.

C. Incidental Expenses for Meetings and Special Events

Department Heads may authorize other incidental expenses (e.g., coffee, non-alcoholic beverages, and food), for special events if, in the opinion of the Department Head such expenses would be conducive to the efficient conduct of County business, and the cost is reasonable. For example, it may be appropriate to provide beverages and food at board or commission meetings, seminars, and workshops that extend over normal "break" periods, or when it is to the benefit of the County to keep the participants together and not have them disperse for breaks. However, public funds may not be expended to purchase beverages and food for normal day-to-day County operations or routine staff meetings.

D. Expenses for Employee Training, Professional Development and Team Building Events

The County Executive Officer or his or her designee may approve Department Head requests for expenditures for departmental employee training, professional development, and team building events. Such requests will be made in advance by the Department Head. The County Executive Office is responsible for developing policies and guidelines for approval of such expenditures.

Before the Board of Supervisors County of Placer, State of California

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