

The County of Yuba



TO: Board of Supervisors

FROM: Kevin Mallen, County Administrator
Sean Powers, Assistant County Administrator

SUBJECT: County Administrator: Adopt resolution amending Policy D-1, Travel Policy, of the Yuba County Administrative Policy and Procedures Manual. (Five minute estimate)

DATE: March 14, 2023

NUMBER: 99/2023

Recommendation

It is recommended that the Board of Supervisors (Board) adopt a resolution amending Policy D-1, Travel Policy, of the Yuba County Administrative Policy and Procedures Manual.

Background

The Administrative Policy & Procedures Manual provides guidelines for County staff and leadership in procedural matters affecting all County departments, and should be updated periodically to reflect changes to Board policy and current administrative practice.

The purpose of the Travel Policy, Policy Number D-1, is to provide written rules and guidelines to all County employees including elected officials, department heads (elected and appointed) for expending public funds for travel, including meals, lodging, transportation, and other travel-related expenses.

In the last several months, the offices of the County Administrator, Auditor-Controller, County Counsel, and Human Resources have been working together to further revise the Travel Policy to update for better clarity and the evolving needs of the County. In addition, Human Resources shared the revisions with the labor unions for feedback.

Discussion

This is a minor revision from the substantive revision to the travel policy the Board adopted in August 2022 with two new definitions and a revision to the meals per diem criteria.

Committee Action:

Committee was bypassed and presented to the full Board for consideration and approval. The Board recently adopted the current policy in in August 2022.

Fiscal Impact:

No funding commitment, administrative only, staff time only

Attachments

D-1 Travel Policy Amendment Resolution

Revised D-1 Travel Policy

Revised D-1 Travel Policy with Redline Tracked Changes