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**BOARD OF SUPERVISORS  
COUNTY OF SIERRA  
STATE OF CALIFORNIA  
ORDINANCE - 1085**

**ORDINANCE OF THE SIERRA COUNTY BOARD OF SUPERVISORS REPEALING SIERRA COUNTY  
CODE SECTION 2.03.090 AND REPLACING WITH A REVISED BOARD TRAVEL POLICY**

WHEREAS, Section 2.03.090 of the Sierra County Code has established a limited Board Travel Policy, which the Board now seeks to enhance;

WHEREAS, Government Code 53232.2 and 53232.3 requires that the County place certain restrictions on the use of government funds, including for travel.

THE BOARD OF SUPERVISORS OF THE COUNTY OF SIERRA DO ORDAINS AS FOLLOWS:

**Section I:** Section 2.04.090 of the Sierra County Code is repealed in their entirety and replaced with the following:

**1. GENERAL POLICY.**

The Board of Supervisors shall establish a budget with expenditure levels for Board of Supervisor travel.

- A. Travel shall be authorized only when the travel is in the best interest of the County.
- B. Government Code sections 53232.2 and 53232.3 are adopted by reference.
- C. Travel arrangements should be as economical as practical considering the travel purpose, timeframe available to accomplish the travel mission, available transportation and facilities, and time away from other duties.
- D. In-County travel shall not be reimbursed. For Out-of-County Travel:
  - i. Advance authorization by the Board of Supervisors as a representative or alternate to a committee or commission is required for any travel reimbursement.
  - ii. Lodging will not to exceed conference rate if attending conference or government rate, whichever is less.
  - iii. Meals will be reimbursed at a per diem rate as set by the Board of Supervisors by resolution.
  - iv. The Board Member(s) attending shall report to the Board of Supervisors regarding the travel at the next Board Meeting.

## 2. Vehicle Transportation

### A. Private Vehicles: Due to the lack of County fleet vehicles reimbursement for use of a private vehicle will be reimbursed subject to the following:

- i. Travel by private vehicle will be reimbursed at the IRS rate for business use of a personal vehicle in effect in the County at the time of travel.
- ii. Mileage is not reimbursable if it is in addition to a per diem payment or mileage paid by the organization hosting the event, meeting or function unless specifically authorized by the Board of Supervisors.
- iii. If air or rail travel would be less costly but the Board Member prefers to drive, the County will reimburse Board Member for transportation costs equal to what the cost of air/rail travel would have been, including airfare, shuttle, car rental, and mileage to the airport; transportation costs over and above that amount, as well as any extra days of lodging, meals and incidentals incurred as a result of the decision to drive will be considered a personal, not reimbursable cost.
- iv. Board Members may not claim mileage for business use of a private vehicle when the traveler is riding with someone who will be claiming reimbursement for the vehicle's use from the County or another source.
- v. Board Members mileage to the regular place of business from home is in-county travel and may not be claimed.
- vi. Mileage in conjunction with authorized County travel to and from the authorized destination shall be based on the distance to the destination from the Board Member's home or the regular place of work, whichever is shorter.

### B. County Vehicle Transportation

- i. Board Members may use a County vehicle for traveling, but such travel shall not be eligible for reimbursement for mileage.
- ii. Board Members required to fuel a County vehicle at their own expense may be reimbursed for the actual fuel costs subject to presentation of receipt(s).

### C. Rental Vehicle Transportation

- i. Vehicles may be rented for transportation at the destination point when the traveler travels to the destination via commercial common carrier and the cost of the rental will be less than the charge for shuttle or taxi service to and from the carrier termination point to the function or hotel accommodations.
- ii. Vehicles may be rented for transportation to the destination point when the cost of the rental will be less than other reasonable and available modes of transportation.
- iii. Rental cars shall be returned to the renting location and on time to avoid additional charges.
- iv. The traveler shall waive additional vehicle insurance provided by the rental company.

### 3. Other Transportation Expenses

- A. The following necessary transportation expenses may be claimed at actual cost when directly related to transporting the Board Member to and from the out-of-County business destination point:
- i. Taxi, rideshare services, shuttle, ferry, or public transit fares.
  - ii. Parking fees.
  - iii. Airport long-term parking is preferred for travel exceeding 24 hours.
  - iv. Valet parking will only be reimbursed if it is required by the lodging venue. If a traveler chooses valet parking due to safety concerns or security of county vehicles and equipment when other, less expensive options are available, reimbursement will be subject to Board of Supervisors approval.
  - v. Bridge or road tolls (actual cost, not including penalties or fees).
  - vi. Reasonable costs for snow chain installation and removal.
  - vii. Other actual transportation expenses determined to be reasonable and necessary by the Board of Supervisors

### 4. Obtaining Reimbursement

- A. All claims for reimbursement must be submitted to the Board of Supervisors no later than 90 days following travel. Claims filed after 90 days will not be reimbursed and reimbursement is deemed waived.
- B. The use of internet map calculations is the legitimate method of calculating miles for reimbursement.
- C. Claims for reimbursement shall be paid by the Auditor/Controller if within the travel policy after review by the Board of Supervisors.
- D. All claims must be made on a form adopted by the Board of Supervisors for such purpose, and must be submitted under oath.

### Section II: Office Supplies

In addition to the foregoing, all requests for the purchase and/or reimbursement of the cost of office supplies associated with performing the duties of a member of the Board of Supervisors shall be made through the County Clerk's office to ensure compliance with County purchasing protocols. Office supplies are defined as: A consumable item/product used regularly in an office environment to perform daily work assignments. Office supplies shall include: pens, pencils, markers, note pads, composition/theme books, post-it-notes, paper (other than copier), index cards, labels, file folders, file organizers, envelopes, rubber bands, tape, pushpins, binders, binder index systems and paper clips.

Office supplies cannot be categorized as follows: furniture, office equipment, food and beverage, janitorial items, computer supplies, graphic art supplies, communication equipment and batteries. These items may not be purchased by County for a Board member nor will a Board member be reimbursed for such items unless approved by the Board of Supervisors prior to purchase.

**Section III:** This ordinance shall take effect and be in full force and effect thirty (30) days after its passage and before the expiration of fifteen (15) days after passage of this ordinance, it shall be published once with the names of the members of the Board of Supervisors voting for and against the ordinance in the Mountain Messenger, a newspaper of general circulation published in the County of Sierra State of California.

Introduced at a regular meeting of the Board of Supervisors held on the 18th day of December, 2018, and passed and enacted this 8th day of January, 2019 by the Board of Supervisors of the County of Sierra by motion, second (/), and the roll call vote, to-wit:

AYES: Supervisors; Adams, Huebner, Beard, Dryden, Roen  
NOES: None  
ABSENT: None  
ABSTAIN: None  
RECUSE: None



PAUL ROEN  
CHAIRMAN, BOARD OF SUPERVISORS

ATTEST:



HEATHER FOSTER  
CLERK OF THE BOARD

APPROVED AS TO FORM:



DAVID A. PRENTICE  
COUNTY COUNSEL