



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 12/13/2016

Agenda Placement: 6B

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Alice Hughey for Leanne Link - County Executive Officer
County Executive Office

REPORT BY: Alice Hughey, Assistant County Executive Officer - 253-4153

SUBJECT: Adoption of a Resolution Amending the County Policy Manual Part I, Section 43, Travel, and Part I, Section 08C, Department Head Evaluation Process

RECOMMENDATION

County Executive Officer requests adoption of a resolution amending the County Policy Manual Part I, Section 43, Travel, and Part I, Section 08C, Department Head Evaluation Process, to revise and update the policies, effective December 13, 2016.

EXECUTIVE SUMMARY

The proposed revisions to the County Travel Policy and the Department Head Evaluation Process clarify and reorganize the policies for ease of understanding and conform to current practices and procedures.

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The proposed revisions to the County Travel Policy and the Department Head Evaluation Process clarify and reorganize the policies for ease of understanding and conform to current practices and IRS rules.

The Travel Policy revisions clarify or update the following provisions:

- | The Executive Director of LAFCO is considered a Department Head for the intent and purposes of the policy.
- | All mileage reimbursement is calculated by first deducting the employee's standard commute miles from the total miles traveled (current practice).
- | For expedient processing, mileage claims should be submitted within five (5) business days of the end of the month in which the mileage occurred, and expense claims should be submitted within ten (10) business days after completion of travel.
- | Meal reimbursement: (1) if meals are included in the cost of the event, no additional meal reimbursement is authorized; (2) if meals are not included in the cost of the event, reimbursement is limited to no more than the per diem rates, regardless of dietary restrictions or other individual needs; and (3) same-day travel meals are taxable as wages unless the meal has a "business purpose" as defined in Section IV.C.3.
- | Owners of private vehicles may meet insurance coverage requirements of the California Financial Responsibility Law by a combined single limit per occurrence coverage of \$50,000 (updated amount).
- | Adds rules regarding baggage fee reimbursement.
- | Adds procedures for using County issued credit cards.
- | States that Napa County complies with Fair Labor Standards Act (FLSA) laws for overtime related to travel, which are described in the County Overtime Policy (Sec. 37B of the County Policy Manual).

The Department Head Evaluation Process revisions clarify or update the procedures as follows:

- | Annually, the CEO will schedule each appointed Department Head's review as a closed session with the Board of Supervisors.
- | The CEO and Department Head will meet prior to the closed session to discuss major department accomplishments and proposed goals and objectives for the following year.
- | Both the CEO and the Department Head will attend the closed session.
- | Within 30 days after the closed session, the CEO will complete a written summary of the performance review and present it to the Department Head for review and signature.
- | Goals and objectives may be amended mid-year with the concurrence of the CEO if significant changes occur in the department, such as a major reorganization or loss of funding.
- | The Board, CEO or department head may request an interim review at any time during the year. The CEO will schedule the review in Closed Session with the Board of Supervisors. Any information discussed during an interim review may be included in the subsequent annual review document.

The County Executive Officer recommends adoption of a resolution amending the County Policy Manual Part I, Section 43, Travel, and Part I, Section 08C, Department Head Evaluation Process, effective December 13, 2016, as shown in Exhibit A.

SUPPORTING DOCUMENTS

A . Attachment A Resolution

B . Attachment B Travel Policy clean copy

C . Attachment C Dept Head Eval Process clean copy

D . Attachment D Travel Policy tracked version

E . Attachment E Dept Head Eval Process tracked version

CEO Recommendation: Approve

Reviewed By: Helene Franchi