

ENROLLED ORDINANCE 171-31

REPEAL AND RECREATE PORTIONS OF WAUKESHA COUNTY
CODE OF ORDINANCES, SECTION 7-95 TRAVEL EXPENSES

WHEREAS, the current County Code with respect to travel expenses was last amended in 2006 and certain travel reimbursement practices and rates therein have not been updated since 1999 and 2002,

THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS as follows:

SECTION 1. That Section 7.95(a)3 of the Waukesha County Code of Ordinances shall be repealed and recreated as follows:

Meals: Reimbursement will be made up to a maximum per diem rate for employees traveling for a full day at \$45.00 for in-state travel and \$52.00 for out-of-state travel, or a pro-rated maximum per meal rate for a portion of a day, as prescribed in the Administrative Policy & Procedure Manual as follows:

- A. Breakfast: In-state ten dollars (\$10.00) or Out-of-state twelve dollars (\$12.00)
- B. Lunch: In-state twelve dollars (\$12.00) or Out-of-state fifteen dollars (\$15.00)
- C. Dinner: In-state twenty-three dollars (\$23.00) or Out-of-state twenty-five dollars (\$25.00)

SECTION 2. That Section 7.95(a)4 of the Waukesha County Code of Ordinances shall be repealed and recreated as follows:

Lodging: All taxes applicable to lodging and as follows:

- A. In-State. Ninety-five dollars (\$95.00), except for Green Bay, Madison, LaCrosse, Wisconsin Dells, Appleton, Lake Geneva, or Door County for which maximum reimbursement shall be \$120 per day or actual cost whichever is less.
- B. Out-of-State. Maximum reimbursement for certain high-cost cities follows the annual index published by the State of Wisconsin Office of State Employment Relations, plus applicable taxes. For those cities listed by this publication at less than \$120.00, the County will pay the actual daily rate, not to exceed \$120.00 per day, plus any applicable taxes.

SECTION 3. That Section 7.95(c)3C of the Waukesha County Code of Ordinances shall be repealed and recreated as follows:

- C. When conducting county business at a meeting which occurs during regular business hours or which requires the attendance of a “guest of the county”, and is limited to the following:
 - i. Business meeting with vendors.

- ii. Hosting individuals who are not county employees for business related reasons. This does not apply to meetings between employees and their clients.
- iii. Catered meals provided to county employees when attendance is required at a training session, seminar, or staff business meeting which occurs during regular work hours.

SECTION 4. That Section 7.95(c)4 of the Waukesha County Code of Ordinances shall be repealed in its entirety.

SECTION 5. That Section 7.95(c)6 of the Waukesha County Code of Ordinances shall be repealed and recreated as follows:

Receipts are not required for meals. Receipts are required for all other reimbursable expenses over twelve dollars (\$12.00).

BE IT FURTHER ORDAINED that the changes in Section 1 will take effect January 1, 2017. All other provisions will take effect September 1, 2016.

BE IT FURTHER ORDAINED that any code section or part of a section in conflict with this ordinance is hereby repealed and declared null and void and of no effect.

FISCAL NOTE

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SECTION 7-95 TRAVEL EXPENSES

Sections of the Ordinance with fiscal implications include the following:

SECTION 1. Changes made to Section 7.95(a)3 of the Waukesha County Code of Ordinances

Section 1 of this ordinance approves new meal reimbursement rates for County employees. The previous breakfast and lunch rates had been in effect since 1999, and dinner rate since 2002. The new rates will consist of a separate rate depending on if the employee is in-state and out-of-state, and will take effect January 1, 2017.


	Current Rates	In-State Rates	Out-of-State Rates
Breakfast	\$8.00	\$10.00	\$12.00
Lunch	\$10.00	\$12.00	\$15.00
Dinner	\$20.00	\$23.00	\$25.00
Maximum Per Diem	\$38.00	\$45.00	\$52.00

SECTION 2. Changes made to Section 7.95(a)4 of the Waukesha County Code of Ordinances

Section 2 updates lodging rates for certain high-cost In-State cities and a minimum Out-of-State reimbursement rate. Out-of-State reimbursement rates exceeding \$120.00 follow the annual index published by the State of Wisconsin Office of State Employment Relations, plus applicable taxes. All lodging rates are reimbursed at the lower of actual daily rate or listed maximum rate. These changes are effective September 1, 2016.

	Current Rate	New Rate
High-cost In-State Cities: Green Bay, Madison, Lacrosse, Wisconsin Dells, Appleton, Lake Geneva, Door County	\$95.00	\$120.00
Out-of-State cities listed below \$120.00	Varies	\$120.00

Any new costs associated with these changes will be managed within existing department travel budgets. No new tax levy impact results from this action.



Lawrence M. Dahl

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Presented by:
Executive Committee

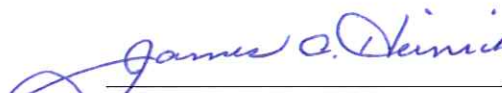
Approved by:
Human Resources Committee

Approved by:
Finance Committee



Paul L. Decker, Chair


Larry Nelson, Chair



James A. Heinrich, Chair



James A. Heinrich


Jim Batzko



Timothy Dondlinger



Christine M. Howard



Michael A. Crowley


Thomas A. Michalski


Larry Nelson


Jennifer Grant

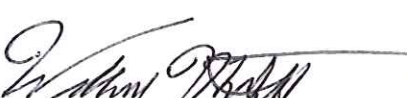

Richard Morris



David W. Swan



Thomas A. Michalski



Duane E. Paulson



Peter M. Wolff


William Mitchell



Ted Wysocki


David D. Zimmermann


Jeremy Walz


William J. Zaborowski

The foregoing legislation adopted by the County Board of Supervisors of Waukesha County, Wisconsin, was presented to the County Executive on:

Date: 8/23/16, 
Kathleen Novack, County Clerk

The foregoing legislation adopted by the County Board of Supervisors of Waukesha County, Wisconsin, is hereby:

Approved: X
Vetoed: _____

Date: 8/29/16, 
Paul Farrow, County Executive

D1 - Kolb	AYE	D14 - Wood	AYE
D2 - Zimmermann	AYE	D15 - Mitchell	AYE
D3 - Morris	AYE	D16 - Crowley	AYE
D4 - Batzko	AYE	D17 - Paulson	AYE
D5 - Dondlinger	AYE	D18 - Nelson	AYE
D6 - Walz	AYE	D19 - Cummings	AYE
D7 - Grant	AYE	D20 - Schellinger	AYE
D8 - Michalski	AYE	D21 - Zaborowski	AYE
D9 - Heinrich	(M) AYE	D22 - Wysocki	AYE
D10 - Swan	AYE	D23 - Hammitt	AYE
D11 - Howard	(2) AYE	D24 - Whittow	Absent
D12 - Wolff	AYE	D25 - Johnson	NAY
D13 - Decker	AYE		

171-0-031

Recording 171-0-031 Results

Majority Vote

