

October 17, 2023
Regular Meeting of the Quorum Court
Carroll County, Arkansas
Resolutions and Ordinances

There were no Resolutions.

Ordinance 2023-40 An Ordinance Amending Ordinance 2018-23 (Carroll County Employee Handbook), as amended, Regarding Travel Reimbursements and Meal Allowances.

Ordinance 2023-41 An Ordinance Amending the Carroll County Employee Handbook to Add a Technology Resources Policy as Required by Arkansas Code §25-1-126.

ORDINANCE 2023- 40

BE IT ENACTED BY THE QUORUM COURT OF CARROLL COUNTY, ARKANSAS, AN ORDINANCE TO BE ENTITLED:

AN ORDINANCE AMENDING ORDINANCE 2018-23 (Carroll County Employee Handbook), AS AMENDED, REGARDING TRAVEL REIMBURSEMENTS AND MEAL ALLOWANCES

NOW THEREFORE, be it enacted by the Quorum Court of Carroll County, Arkansas;

Section 1. The Carroll County, Arkansas Employee Policy Manual is hereby amended under section "Travel Expenses" and whose language is attached hereto as Exhibit "A".

Section 2. Ordinances 2007-30 and 2022-18 are hereby superseded by this Ordinance.

Section 3. The County Clerk is directed to send via email a copy of this ordinance and the "Travel Expenses" policy in electronic format to all elected officials and department heads to be copied and handed out to their respective staff members on or before the next payroll from the date of approval of the ordinance.

Section 4: Except as specifically modified, amended, and revised heretofore and hereby, the personnel policies of Carroll County, Arkansas, shall remain in full force and effect.

Section 5. This ordinance is necessary for the preservation of the property of the people and to ensure legitimate use of taxpayer funds for the conduct of public business. An emergency is therefore declared to exist, and this ordinance shall be in full force and effect upon passage and publication.

APPROVED: 
David Writer, Carroll County Judge

ATTEST: 
Connie T. Doss, Carroll County Clerk

DATE: Oct 18, 2023 SPONSOR: Craig Hicks, Fransisco Pedraza, Kellie Matt

First Reading: September 19, 2023 Second & Third Reading: October 17, 2023

This ordinance is paid for by the Quorum Court of Carroll County, Arkansas. §14-14-116 \$_____

Quorum Court
2023-0242

Exhibit "A"

Travel Expenses

1. Carroll County shall reimburse travel expense at a rate set forth below, provided prior approval is secured from the elected official.
2. Reimbursement for the purchase of meals, lodging, and other allowable expenses incurred in the conduct of County business by elected County officials and employees thereof when traveling on behalf of the County shall be based on the actual "reasonable" expenses incurred.
3. Reimbursement of travel expenses for privately owned motor vehicles shall be the Federal rate per mile which is subject to change as the Federal Government announces.
4. The starting address and ending address point for mileage calculations on County business shall be at the address where the elected official or employee works (IE: ED Courthouse, 210 W. Church, Berryville, AR) and shall not be from a home address. The calculation shall be the shortest distance between points as indicated by an electronic mapping program (IE: Google™ Maps). A street address will be required on the TR-1 form.
5. No reimbursement will be allowed without actual and detailed receipts. It must show what was purchased as well as the amounts and the date correspond with the trip, Form TR-1 located Appendix B – Forms of this policy manual, the signature of the official on the TR-1, and the meeting itinerary/copy of registration of event when an itinerary is not applicable (ie: Law Enforcement trainings) or copy of order for detainee transports. This will be expected and is required for ALL travel either reimbursed directly to the employee or through use of a County controlled credit card. There will be no exceptions.
6. Reimbursements will only be made for the individual employee's expenses and cannot be combined with another employee's. This means separate original receipts, Form TR-1, and itinerary will be accepted only. The exception to this guideline is where lodging is shared and charged to a County or Departmental controlled credit card, however, all paperwork as described is still required. Reimbursements will be allowed within the same budget year only.
7. Use of County & Departmental controlled credit cards are allowed for overnight lodging up to the approved amounts set forth below. Use of County & Departmental controlled credit cards are allowed for meals up to the approved amounts set forth below. With both lodging and meals either with or without use of a County or Departmental controlled credit card, detailed, itemized receipts along with the itinerary/copy of registration must accompany the claim for payment on the County or Departmental controlled credit card or to the employee if the employee paid directly. If detailed, itemized receipts and the itinerary do not accompany the claim for a county or departmental credit card payment, the amount charged is due and payable by the elected official or employee to the County Treasurer's office immediately. The elected official and/or department head will be notified via email that an amount is due and payable.
8. County officials and employees are strongly encouraged to take advantage of group rates when offered as well as breakfasts provided by the lodging establishments whenever available. County officials and employees are also strongly encouraged to seek reimbursement for mileage, meals, and lodging through their Associations whenever possible to save taxpayer money on the county level.

Allowable Limits for Meals and Lodging:

For each calendar day in travel status, the following shall be observed and is based on actual expense and not payable as a per diem.

- a. The daily allowable amount for meals (breakfast, lunch, dinner) shall be \$50.00 plus applicable tax. It is the responsibility of the elected official to remind the employee of their responsibilities to the County and taxpayers.
- b. Tips and entertainment expenses (snacks, candy, tobacco products, alcohol) shall not be allowed for reimbursement.
- c. The allowable lodging amount per day shall not exceed \$150.00 plus applicable tax and include hotel parking fees that are billed directly to the room.
Expenses incurred for other parking and tolls are reimbursable with actual receipts up to \$25.00 for the trip.

Appendix B – Forms: Form TR-1

CARROLL COUNTY, ARKANSAS TRAVEL EXPENSE REIMBURSEMENT FORM, TR-1												
DEPARTMENT _____						OFFICIAL STATION _____						
NAME OF PAYEE _____						PRIVATE VEHICLE LICENSE NO. _____						
PLACE OF RESIDENCE AND ADDRESS _____												
DETAILED EXPENDITURES OTHER THAN MILEAGE												
DATE	NAME OF TOWN VISITED	HOTEL ROOM	breakfast	lunch	dinner	INCIDENTALS	TOTAL PER DAY	TRAVEL FROM	TRAVEL TO	MILEAGE DRIVEN	RATE PER	AMOUNT CLAIMED
SUB-TOTALS:								TOTALS FOR MILEAGE:		RECAPITULATION		

Approved By: _____ Official / Department Head Signature

Traveler Signature

Traveler Title

SUB-TOTAL _____
MILEAGE CLAIMED _____
TOTAL CLAIMED _____

0244

ORDINANCE #2023-41

BE IT ENACTED BY THE QUORUM COURT OF CARROLL COUNTY, STATE OF ARKANSAS, AN ORDINANCE TO BE ENTITLED:

AN ORDINANCE AMENDING THE CARROLL COUNTY EMPLOYEE HANDBOOK TO ADD A TECHNOLOGY RESOURCES POLICY AS REQUIRED BY ARKANSAS CODE §25-1-126

WHEREAS, Act 504 of the 2023 Session of the Arkansas General Assembly makes it mandatory for all Arkansas Counties to adopt a *technology resources policy*; and,

WHEREAS, the Association of Arkansas Counties has recommended “Exhibit A”, the “Technology Resources Policy”, as appropriate for compliance with the requirements of Act 504, AR Code §25-1-126, and is to be added to the County Personnel Handbook regarding technology resources.

NOW, THEREFORE, BE IT ORDAINED BY THE QUORUM COURT OF CARROLL COUNTY, STATE OF ARKANSAS,

Section 1: That the Carroll County Personnel Handbook is hereby amended to include the “Technology Resources Policy” as attached as “Exhibit A” and is incorporated herein by reference.

Section 2: That the County Clerk is directed to send a copy via email of this ordinance and technology resources policy in electronic format to all elected officials and department heads to be copied and handed out to their respective staff members on or before the next payroll from the date of approval of this ordinance.

Section 3: Except as specifically modified, amended, and revised heretofore and hereby, the personnel policies of Carroll County, Arkansas, shall remain in full force and effect.

Section 4: As the effective date of the new law went into effect on August 1, 2023, an emergency is thus declared, and this ordinance shall be in full force upon passage and publication.

APPROVED: 
David Writer, Carroll County Judge

ATTEST: 
Connie T. Doss, Carroll County Clerk

DATE APPROVED: Oct 18, 2023 SPONSOR: Craig Hicks, Kellie Matt,
Francisco Pedraza

First Reading: September 19, 2023 Second & Third Readings: October 17, 2023

This ordinance is paid for by the Quorum Court of Carroll County, Arkansas. §14-14-116 \$ _____

Quorum Court
2023-0245

EXHIBIT A

TECHNOLOGY RESOURCES POLICY

- 1) This policy is established in accordance with Ark. Code Ann. § 25-1-126.
- 2) **Technology resources** is defined as:
 - a. The machines, devices, and transmission facilities used in information processing, including computers, word processors, terminals, telephones, cables, software, and related products;
 - b. The devices used to process information through electronic capture, collection, storage, manipulation, transmission, retrieval, and presentation of information in the form of data, text, voice, or image and includes telecommunications and office automation functions;
 - c. Any component related to information processing and wired and wireless telecommunications, including data processing and telecommunications hardware, software, services, planning, personnel, facilities, and training;
 - d. The procedures, equipment, and software that are designed, built, operated, and maintained to collect, record, process, store, retrieve, display, and transmit information, and the associated personnel, including consultants and contractors; and
 - e. All electronic mail accounts issued by a public entity.
- 3) The County's **technology resources** shall not be used to:
 - a. Express a personal political opinion to an elected official unless the opinion is:
 - i. Within the scope of the employee's regular job duties; or
 - ii. Requested by an elected official or public entity;
 - b. Engage in lobbying an elected official on a personal opinion if the employee is not a registered lobbyist for the public entity;
 - c. Engage in illegal activities or activities otherwise prohibited by federal law or state law; or
 - d. Intentionally override or avoid the security and system integrity procedures of the public entity.
- 4) Each Elected Official shall create disciplinary procedures for a violation of this policy concerning authorized use of technology resources. The disciplinary procedures created pursuant to this section shall not apply to employee communications made in compliance with the Public Employees Political Freedom Act of 1999, Ark. Code Ann. §§ 21-1-501, et seq., or the Arkansas Whistle-Blower Act, Ark. Code Ann. §§ 21-1-601, et seq.