

**ORDINANCE NO 9/2017**

**AN ORDINANCE OF THE BOARD OF TRUSTEES OF  
THE ORANGE COUNTY MOSQUITO AND VECTOR  
CONTROL DISTRICT**

**AMENDING THE TRAVEL AND EXPENSE POLICY BY  
PROVIDING THAT THE DETAILS OF THAT POLICY  
WILL BE PROVIDED BY RESOLUTION AND  
READOPTING TITLE 5 PERTAINING TO DISTRICT  
RECORDS**

**WHEREAS**, state law has provisions allowing Trustees to be paid additional sums for expenses for seminars and conferences over the monthly regular amount; and

**WHEREAS**, staff can also be paid for expenses related to District business; and

**WHEREAS**, state law further provides that expense reimbursement guidelines must be adopted and complied with, and expense reports submitted; and

**WHEREAS**, brief reports must also be provided on meetings attended at public expense at the next regular meeting of the legislative body; and

**WHEREAS**, the Board does hereby desire to establish its written policy by separate resolution; and

**WHEREAS**, the Board does also desire to readopt Title 5 pertaining to records, to provide for records retention and destruction as established by resolution.

**NOW, THEREFORE,** the Board of Trustees does hereby **ORDAIN** as follows:

Section 1. That Section 3.02.170 of the District Operations Code is amended to read:

**"3.02.170 Expense reimbursement amounts and reports**

a) Trustees shall be entitled to be reimbursed for expenses in addition to their monthly payments, provided that those expenses are for actual and necessary expenses and are in accordance with the District's written policy for such reimbursement. The written policy shall be set forth in a resolution, specifying the types of occurrences that will qualify for reimbursement. That policy shall be in accordance with Government Code Section 53232.2.

b) Trustees must also provide expense reports in accordance with Government Code Section 53232.3 and the written policy.

c) Trustees must also submit a brief report on meetings attended at the expense of the local agency at the next regular meeting of the Board of Trustees.

d) The written policy may also provide guidance on staff expense reimbursement."

Section 2. That Title 5 is adopted to read as follows:

**"Title 5**

**Records**

**Chapter 5.01 – Responding to information requests**

5.01.010. Public Records Act. Requests for public records are provided for in Government Code section 6250 *et seq.* State law requires that government agencies provide such information to any member of the public requesting such information. All formal written requests should be coordinated with the District Executive Assistant/Clerk of the Board. Generally, such responses must be made within 10 days. District Counsel should be consulted in appropriate cases, as determined by the District Executive Assistant/Clerk of the Board.

5.01.020. Subpoenas and other legal process. All subpoenas and other legal process should be directed to or coordinated with the District Executive Assistant/Clerk of the Board. Significant penalties can occur if a timely response is not made. District Counsel should always be consulted immediately.

## Chapter 5.02 – Records retention and destruction

5.02.010. Record destruction. Pursuant to Government Code section 60201(b), the Board has determined to allow destruction of records not expressly required by law to be filed and preserved according to a resolution establishing categories and schedules for retention and destruction.

5.02.020. Reproductions. Pursuant to Government Code section 60203, if a record is not expressly required by law to be filed and preserved in its original condition, the District may also destroy a record if all of the following conditions are met:

(1) The record, paper, or document is photographed, microphotographed, reproduced by electronically recorded video images on magnetic surfaces, recorded in the electronic data processing system, recorded on optical disk, reproduced on film or any other medium that is a trusted system and that does not permit additions, deletions, or changes to the original document in compliance with Government Code section 12168.7 for recording of permanent records or nonpermanent records.

(2) The device used to reproduce the record, paper, or document on film, optical disk, or any other medium is one that accurately reproduces the original thereof in all details and that does not permit additions, deletions, or changes to the original document images.

(3) The photographs, microphotographs, or other reproductions on film, optical disk, or any other medium are placed in conveniently accessible files and provision is made for preserving, examining, and using the files.

5.02.040. Reproductions deemed originals. Every reproduction shall be deemed an original record in accordance with Government Code section 60203(b)."

Section 3. Should any part, clause or section of this Ordinance be declared by any Court of competent jurisdiction to be invalid, the remaining provisions of this Ordinance shall nevertheless be and remain in full force and effect and the Board of Trustees of the Orange County Mosquito and Vector Control District, hereby declares that each and every section, clause, provision or part of this Ordinance would have been adopted and made a part of this Ordinance without the adoption of any portion thereof and that the invalidity of any part or provision hereof shall not in any way affect the validity or enforcement of the remaining provisions of this Ordinance that may stand on their own.

Section 4. The District Clerk shall cause this ordinance or a summary thereof to be published in a newspaper of general circulation printed and published in the District according to law and it shall go into effect 30 days thereafter.

PASSED, APPROVED, and ADOPTED by the Board of Trustees of the Orange County Mosquito and Vector Control District at its regular meeting thereof held on the 21<sup>st</sup> day of September 2017, at 13001 Garden Grove Blvd., Garden Grove, California, 92843.



Barbara D. Kogerman, Resident

I hereby certify that the foregoing Resolution was duly adopted by the Board of Trustees of the Orange County Mosquito and Vector Control District at a regularly scheduled meeting, held on September 21, 2017:



Cheryl Brothers, Secretary

APPROVED AS TO FORM:



Alan R. Burns, District Counsel