



Board Agenda Item 31

DATE: November 14, 2017
TO: Board of Supervisors
SUBMITTED BY: Jean M. Rousseau, County Administrative Officer
SUBJECT: Board of Supervisors' Travel Expenses

RECOMMENDED ACTION(S):

Direct that the Board of Supervisors and their assistants pay authorized (not including CSAC, NACO and Washington DC travel) reimbursable travel expenses out of each respective District's budget.

Approval of the recommended action will establish a directive formalizing that travel expenses for a Supervisor and assistant(s) are to be paid out of the respective Supervisor's individual budget; not out of the Board of Supervisors' general budget. Travel for the California State Association of Counties (CSAC) conferences for the County's CSAC representative and alternate, any Washington DC lobby trips, and National Association of Counties (NACO) travel are to continue to be paid out of the Board of Supervisors' general budget.

ALTERNATIVE ACTION(S):

Your Board may choose not to approve the recommended action. This may lead to inconsistencies regarding travel reimbursements being charged to the Board's general budget and/or to the Supervisors' individual budgets.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action as it is adopting a directive.

DISCUSSION:

Board of Supervisors and their assistants travel throughout their Districts as well as throughout the State and Country on approved County business. The County reimburses the approved travel expenses, such as mileage, per diem for meals, and lodging, incurred by these individuals. It is unclear as to which budget these expenses should be charged: the Board of Supervisors general budget or to the individual Supervisor's budget.

Approval of the recommended action will provide the direction to pay the aforementioned travel expenses out of the individual Supervisor's budget. Travel for CSAC conferences, any Washington DC lobby efforts and NACO travel for the County approved representative or his/her alternate will continue to be paid out of the Board of Supervisors' general budget. Any requests for exceptions will be brought back to your Board for approval.

CAO ANALYST:

Ronald Alexander