



COUNTY OF HUMBOLDT

For the meeting of: 12/12/2023

File #: 23-1574

To: Board of Supervisors

From: Supervisor Steve Madrone

Agenda Section: Initiated by Board Member

Vote Requirement: Majority

SUBJECT:

Policy Considerations for Board Member Travel Expense Account Management (Supervisor Steve Madrone)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Consider adopting a set of policies for Board Member travel expense account management to include:
 - a. Board Members shall not exceed their annual allotments of \$10,300 without Board majority approval in advance.
 - b. Board Members serving in their final term shall not spend more than 50% of their annual allotments in their final year.
 - c. Board Members shall review district total expenses to date at the end of the 2nd and 3rd quarters. Board members shall estimate their anticipated expenses for the remainder of the year at the beginning of the 4th quarter and any anticipated un-used district balances shall be allocated by Board majority based on anticipated benefits to the county.
 - d. Board members budget allocation of approximately \$3,000 per district may be utilized for other district travel, other than California State Association of Counties, at the discretion of the district Supervisor.

SOURCE OF FUNDING:

General Fund - 1100

DISCUSSION:

The above recommendations are designed to improve transparency for the public on use of these funds and to provide for a fair and equitable use of any remaining balance come 4th quarter of the budget year.

FINANCIAL IMPACT:

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N/A

STRATEGIC FRAMEWORK:

This action supports the following areas of your Board's Strategic Framework.

Core Roles: N/A

New Initiatives: Manage our resources to ensure sustainability of services

Strategic Plan: N/A

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board discretion

ATTACHMENTS:

N/A

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A