

County of Lassen
ADMINISTRATIVE SERVICES



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July 20, 2022

TO: Board of Supervisors
Agenda Date: August 16, 2022

FROM: Richard Egan, County Administrative Officer

SUBJECT: Revised Travel Policy

RECOMMENDATION: Approve by resolution, revised Lassen County Travel Policy.

PRIOR BOARD ACTIONS: On December 12, 2001, the Lassen County Board of Supervisors approved Lassen County Travel Policy (Policy Number 01-P01).

DISCUSSION: The travel policy sets forth the limits of authority for authorizing travel based upon potential cost of travel. This has not been adjusted for inflation since adoption of the policy in 2001.

If the Board is supportive of making such adjustments, the Consumer Price Index (CPI) adjustments (from December 2001 to date), would be as follows:

- Department Heads shall have authority to approve travel expenses up to \$2,500 (presently \$1,500).
- CAO shall have authority to approve travel expenses between \$2,500 to \$3,500 (presently \$1,500 - \$2,000).
- Board of Supervisors shall have authority to approve travel expenses over \$3,500 (presently, \$2,000).

There is a general agreement among the County's elected and appointed department heads, who could comprise the County's Policy Committee, to present the proposed adjustments Board of Supervisors.

For your consideration is the attached resolution. This resolution contains the above adjustments and clarifying language that has been requested by County Counsel with regard to Privately-Owned Air Travel.

FISCAL IMPACT: None.

ALTERNATIVE: The recommended adjustments to the Travel Policy are well below the County's Purchasing Policy authorization levels, which is \$10,000 for Department Heads and \$25,000 for the County Administrative Officer.

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RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF LASSEN, STATE OF CALIFORNIA, APPROVING SPECIFIC REVISIONS TO THE LASSEN COUNTY TRAVEL POLICY

WHEREAS, on December 11, 2001, the Board of Supervisors approved the Lassen County Travel Policy, Policy Number 01-P01; and

WHEREAS, the purpose and scope of the travel policy acknowledge the value of professional seminars, conferences, trainings and meetings and recognizes the need for County employees and members of County Boards and Commissions to travel outside the county to conduct County business; and

WHEREAS, subject to prior approval and budget constraints, it is the intent of the County to provide registration fees, travel and expense funds for reasonable expenses incurred in the course of all travel outside the County; and

WHEREAS, the travel policy defines the extent of the authority delegated to Department Heads, County Administrative Officer, or Board of Supervisors to authorize travel and travel expenditures at levels that were last approved by the Board of Supervisors in 2001; and

WHEREAS, the Board of Supervisors desires to revise the authorities in the Travel Policy, including an adjustment for inflation, general increase in prices and fall in the purchasing value of money, in the United States between 2001 and today.

WHEREAS, the County's purchasing and contracting policy requires Board of Supervisor to approve purchases costing over \$25,000, while the County's travel policy requires Board of Supervisor's approval for travel and travel expenditures greater than \$2,000; and

NOW THEREFORE BE IT RESOLVED by the Board of Supervisors of the County of Lassen that the Lassen County Travel Policy hereby approved with these specific revisions:

- Department Heads shall have authority to approve travel expenses up to \$2,500.
- CAO shall have authority to approve travel expenses between \$2,500 to \$3,500.
- Board of Supervisors shall shall have authority to approve travel expenses over \$3,500.

BE IT FURTHER RESOLVED that the Travel Policy regarding Privately-Owned Air Travel shall be revised to add the following: An employee pilot will not be permitted to transport any other County employees.

The foregoing Resolution was adopted at a regular meeting of the Board of Supervisors of the County of Lassen, State of California, held on the 16th day of August 2022 by the following vote:

AYES: _____

NOES: _____

RESOLUTION NO. _____

ABSTAIN: _____

ABSENT: _____

CHAIRMAN OF THE BOARD OF SUPERVISORS
COUNTY OF LASSEN, STATE OF CALIFORNIA

ATTEST:
JULIE BUSTAMANTE
Clerk of the Board

BY: _____
MICHELE YDERRAGA, Deputy Clerk of the Board

I, MICHELE YDERRAGA, Deputy Clerk of the Board of the Board of Supervisors, County of Lassen, do hereby certify that the foregoing resolution was adopted by the said Board of Supervisors at a regular meeting thereof held on the 16th day of August 2022.

Deputy Clerk of the County of Lassen
Board of Supervisors