



**COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject: BOARD OF SUPERVISORS DEPARTMENTAL BUDGET AND EXPENSE REIMBURSEMENT	Policy Number D-5	Page Number: Page 1 of 3
	Date Adopted: 10/20/2009	Revised Date: 09/13/11

BACKGROUND:

As the governing body of El Dorado County the members of the Board of Supervisors hold themselves to a high standard. In May 2009, the Board gave direction to create a policy for the budgeting and reimbursement of expenses for the Board of Supervisors. In August 2011, the Board gave further direction amend the policy to clarify the District budgets. Where there are conflicts between this and other Board Policies, this policy shall take precedence.

POLICY:

- 1) Board of Supervisors Funding
 - a) District Budgets
 - i) A line item budget for each District shall be approved and adopted through the annual budget process. A Supervisor shall not exceed the total appropriations in his/her district budget. Board approval shall be required for any budget transfer that increases overall appropriations in any single district budget, however budget transfers within a district budget may be approved by the Chief Administrative Officer.
 - ii) District budgets may include appropriations for the following types of expenses:
 - (a) Appropriations for salaries and benefits for each District shall be sufficient to cover the following:
 - (i) Board Member's salary as set by Ordinance.
 - (ii) Supervisor's Assistant's salary at Step 5 plus 10% of base salary.
 - (iii) The amount necessary to fully fund health benefits , participation in the optional benefits plan, paid leave, retirement benefits, and other ancillary benefits as provided by Ordinance or Resolution, at their highest levels.



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- (b) County business expenses (for Supervisors only) including reimbursement for personal cell phone use in accordance with Policy A-20 Section 3B, and mileage reimbursement for travel necessarily incurred in the conduct of County business by a member of the Board of Supervisors.
- (c) Discretionary funds, including projects, services, or other purchases that either directly or indirectly support the Vision and Mission of the Board of Supervisors.

b) District Expenditures

- i) Individual Board members shall not be issued County-provided credit cards. County business expenses shall be processed in accordance with standard County policies and procedures. Travel expenses shall be in accordance with Policy D-1.
- ii) No reimbursement for meals during in-county travel or meetings.
- iii) Fleet Vehicle usage, by an individual supervisor must be approved in advance at a meeting of the Board of Supervisors by a majority. Such approved usage shall be in accordance with Policy D-4.
- iv) All discretionary funding shall be spent in accordance with Federal, State and County laws including the County Purchasing Ordinance.
- v) Supervisors are responsible for verifying with the Clerk of the Board that funding is available prior to initiating any purchase using discretionary funds.

2) Clerk of the Board Budget

- a) A budget for the Clerk of the Board shall be approved and adopted through the annual budget process and shall include appropriations sufficient to fund the personnel and office expenses necessary for the efficient functioning of the Department as determined by the Board of Supervisors.



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3) Quarterly Reporting

- a) The Board Clerk shall present a report of all actual expenditures, by district, at a regular meeting of the Board of Supervisors on a quarterly basis in November (1st Quarter), January (2nd Quarter), April (3rd Quarter), and July (4th Quarter).

Primary Department: Board of Supervisors

References: Legistar File 10-1237.A2

Legistar File 11-0468