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

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

**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. Where there are conflicts between this and other Board Policies, this policy shall take precedence.

**POLICY:**

1) Board of Supervisors Departmental Budget

- a. A line item budget for each District shall be approved and adopted through the annual budget process. A Supervisor shall not exceed the appropriations in his/her district budget. Board approval shall be required for any budget transfer that increases overall appropriations in any single district budget.

District budgets may include appropriations for the following types of expenses:

1. Salaries and benefits for the Supervisor and Supervisor's Assistant. The amount budgeted shall be sufficient to fund:
  - a. The Supervisor's regular annual salary as set by ordinance, plus benefits to which the Supervisor is entitled and which the Supervisor elects, including health benefits, participation in the optional benefits plan, and retirement benefits;
  - b. The Assistant's regular annual salary as set by resolution of the Board of Supervisors, plus benefits to which the Assistant is entitled and which the Assistant elects, including health



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benefits, participation in the optional benefits plan, paid leave, and retirement benefits.

2. 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
  3. Special department expenses, including projects, services, or other purchases that either directly or indirectly support the Vision and Mission of the Board of Supervisors.
- b. A budget for the Clerk of the Board shall be approved and adopted through the annual budget process and shall include appropriations for the following types of expenses:
- i. Salaries and benefits for the personnel and office expenses necessary for the efficient functioning of the office as determined by the Board of Supervisors
  - ii. Registration and travel expenses for conferences and meetings for Board Members as approved by the Board.

2) County Business Expenses

- a. Individual Board members shall not be issued County-provided credit cards. Supervisors shall pay for their County business expenses using their own personal funds and shall be reimbursed in the same manner as other County employees.
- b. Travel expenses shall be in accordance with Policy D-1.
  - i. No reimbursement for meals during in-county travel or meetings.



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- c. Fleet Vehicle usage, by individual supervisor must be approved in advance at a meeting of the Board of Supervisors by a majority of the members present. Such approved usage shall be in accordance with Policy D-4.
- 3) Special department expenses
  - a. All expenditures of special departmental expenses must be approved in advance at a meeting of the Board of Supervisors by a majority of the members present.
- 4) The Board Clerk shall present a report of all expenditures, by district, at a regular meeting of the Board of Supervisors on a quarterly basis.

**Primary Department:** Board of Supervisors

**References:** None