

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

720



FROM: Executive Office

SUBMITTAL DATE:
July 13, 2009

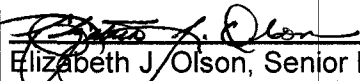
SUBJECT: Board Policy Manual Update Per SCRAPE

RECOMMENDED MOTION: That the Board of Supervisors approve the amendments to the Board of Supervisors Policy Manual items C-18, D-1, H-20 and H-23.

BACKGROUND: The Board Policy Manual is a guide for departments on matters that are not otherwise addressed in state codes, county ordinances, and resolutions by the Board of Supervisors. As a response to SCRAPE cost saving efforts the Executive Office is proposing content changes that will bring specific policies into conformance with current practices and which are expected to lessen costs to the County. Changes recommended for policies C-18, D-1, H-20 and H-23 follow.

Continued on page 2.

Departmental Concurrence


Elizabeth J. Olson, Senior Management Analyst

**FINANCIAL
DATA**

Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	N/A
Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	N/A
Annual Net County Cost:	\$ 0	For Fiscal Year:	

SOURCE OF FUNDS: N/A

Positions To Be Deleted Per A-30	<input type="checkbox"/>
Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION: **APPROVE**

BY: 
Dean Deines

County Executive Office Signature

- Consent
- Policy
- Consent
- Policy

Dep't Recomm.:

Per Exec. Ofc.:

Prev. Agn. Ref.: 3.7 11/07/06

District: all

Agenda Number:

3.2

Background continued

Following is a summary of the proposed changes.

Proposed Content Changes to Board Policies

C-18 New Employee Relocation Policy and Guidelines

Increases relocation expense availability to 250 miles from 35 miles; adds that each department head seeking approval of expenses for employee relocation should submit a written request to the Executive Officer that includes a statement indicating the cost incurred will come from the department's approved budget.

D-1 Reimbursement for General Travel and Other Actual and Necessary Expenses

Adds that travel not authorized in the budget must be approved by the Executive Officer or designee; clarifies that reimbursement claims must include original receipts that include the name of the service provider (e.g. hotel, restaurant), date of service and actual amount charged; states that high cost cities are determined by the Internal Revenue Service; states that the Board of Supervisors has determined that Sacramento, California is a high cost city; adds that a meal cost for day long training within the County will not be reimbursed; adds provisions for making reservations through on-line services and states that county employees traveling on county business are to travel in coach/economy and that air travel reimbursement requires a receipt of purchase and a copy of the ticket or voucher; makes the department head responsible for ensuring that any employee authorized to drive a personal vehicle for travel is insured in compliance with requirements of the State of California; adds a requirement for an approved travel memorandum to be attached to the reimbursement request form.

H-20 Non-County Use of County Facilities for Special Events and Other Interim Uses

Clarifies that non-county entities will be charged for facility use on a cost recovery basis unless established fees and/or deposits are waived by the Board of Supervisors. Specifically notes that security provided through the Riverside County Sheriff's Department will be charged at the current approved extra-duty rate.

H-23 County Board Room and Main Lobby of the County Administrative Center Annex Use Policy

Notes that use of the Board Chambers and Annex Main Lobby are on a cost recovery basis and that rental charges are available from the Clerk of the Board.