

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

196



**FROM:** Executive Office

**SUBMITTAL DATE:**  
September 3, 2009

**SUBJECT:** Board Policy Manual Update

**RECOMMENDED MOTION:** That the Board of Supervisors approve revisions to Policies A-5 and D-1.

**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. On Tuesday, September 1, 2009 the Board determined that a change to the dates for submission of agenda items was in order. As a SCRAPE cost saving measure the Executive Office has also updated Board Policy D-5. Specific changes are noted on the next page.

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Departmental Concurrence

Elizabeth J. Olson, Sr. Management Analyst

Form approved: Paul Anderson

<b>FINANCIAL DATA</b>	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:	

<b>SOURCE OF FUNDS:</b> 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:   
**Gary M. Christmas**

**County Executive Office Signature**

- Policy
- Consent
- Policy
- Consent

Dept't Recomm.:  
Per Exec. Ofc.:

Recommended changes are in italicized bold typeface.

Board Policy A-5

Item 4. Agenda Deadline

a. Regular Meetings

Pursuant to section 1 (a) of Board Policy A-2, the Board of Supervisors generally holds regular meetings each Tuesday. *The Executive Office reviews items on Monday one week prior to the regular meeting. Items submitted for regularly scheduled meetings shall be submitted to the County Executive Office no later than noon on Thursday prior to the Monday review. All items needing review and approval by County Counsel shall be submitted ten days prior to the Executive Office deadline. However, any accompanying Form 11 may be submitted for review and approval five days prior to the Executive Office deadline.*

*These deadlines will be advanced when a holiday/s occurs during the week. It is the responsibility of those submitting items to the Executive Office for inclusion on the Board agenda to be aware of Board meeting dates and plan accordingly.*

Board Policy D-1

Item 10. Travel Authorization

A. By County Executive Officer or *Assistant County Executive Officer in the Executive Office*. All travel wherein the estimated total cost (including registration, transportation, lodging, and meals) is unbudgeted, or is \$1,000 or more per person, *or if the travel is out of state. Prior approval of travel estimated as costing more than \$1,000 or travel out of state is required even if the travel is in the approved budget and/or is supported with other than county funds.*

*Exception: travel by elected officials, extraditions, travel that involves the health/safety/security of a minor, or an individual 60 or more years of age or any individual who is the victim of domestic violence.*