

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



ITEM: 3.22  
(ID # 18026)

**MEETING DATE:**

Tuesday, January 11, 2022

**FROM :** PURCHASING AND FLEET SERVICES:

**SUBJECT:** PURCHASING AND FLEET SERVICES: Approval of Exception Request to Board Policy A-62, Credit Card Use; All Districts. [\$0]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Authorize the continuation of the exception request to Board Policy A62, Credit Card Use, approved by the Board of Supervisors on January 17, 2017 to allow the County departments the use of the Citibank Corporate Travel Account MasterCard (CTA) as part of the State of California's Travel Program for a period of five years.

**ACTION:**

Suzanna Hackley, Assistant Director of Purchasing and Fleet Service

12/29/2021

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Spiegel, seconded by Supervisor Washington and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt  
Nays: None  
Absent: None  
Date: January 11, 2022  
xc: Purchasing and Fleet

Kecia R. Harper  
Clerk of the Board

By:   
Deputy

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<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>NET COUNTY COST</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>SOURCE OF FUNDS: 100% Department Cost</b>			<b>Budget Adjustment: No</b>	
			<b>For Fiscal Year: 21/22 – 27/28</b>	

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

This is not a request for any net new travel, nor does this request add any new expenses or additional financial impact to the county.

On March 18, 2008, the Board approved Board policy A62 on Credit Card Use. This policy requires a department that has an essential need to use credit cards other than the County Procurement Card (P-Card), to have such use approved by the Board of Supervisors.

On January 17, 2017 the Board approved the exception to Board Policy A62, Credit Card Use (Item # 3.51) to allow all county departments the use of the Citibank Travel MasterCard (CTA) that as part of the Department of General Services' (DGS') Statewide Travel Program (Statewide Travel Program).

There are many benefits to using the state's program. The Statewide Travel Program assists the county with its "Duty of Care" responsibilities by providing the means to locate travelers within minutes in case of emergencies. It consolidates all travel volume for benchmark reporting, transparency, efficiency, and allows the county access to pre-negotiated rates. The program provides departments with necessary oversight tools such as an electronic pre-trip approval process by managers/supervisors prior to booking any travel and is customizable to meet the county's specific policies and preferences.

The Purchasing & Fleet Services Department is requesting the approval of the continuation of this exception approval by the Board.

**Impact on Residents and Businesses**

By using one online web-based portal with pre-negotiated rates for airfare, hotels and car rentals, the Statewide Travel Program provides efficiencies for county departments and significant savings in labor costs previously used to book travel for county purposes.

**Additional Fiscal Information**

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This request has no new financial impact to the county. Departments are required to follow Board Policy D-1, Reimbursement for General Travel and Other Actual and Necessary Expenses, which requires budget authorization for travel. This submittal does not authorize travel, nor does it increase travel expenses. Departments must adhere to their Board approved travel expenses. This request is to approve the continuation of these more efficient means and mechanism to book travel previously approved through budget submittal and that is within department-approved budgets.

**Contract History and Price Reasonableness**

This exception approval approved by the Board on January 17, 2017 (item # 3.51) enabled all county departments to utilize the Statewide Travel Program and to book flights, hotels and car rentals at highly discounted rates. In order to access the Statewide Travel Program, the Citibank CTA account is the only authorized payment mechanism. The CTA is a “cardless” account, with a unique account number issued to each department.

Each department is responsible for their own account through their respective budgets. The Statewide Travel Program enables departments to obtain the most cost-effective travel services through a centralized program.

The Purchasing Department has served as the administrator of the program. The program is successfully being utilized by thirty county (30) departments. The last reported data provided by the Department of General Services shows the following overall cost savings for any agency utilizing the Statewide Travel Program (STP):

2019	STP Average Domestic Cost	Industry Average Cost	Savings	
			Dollars	Percentage
Air Ticket	\$309.00	\$473.00	\$164.00	35%
Hotel	\$106.00	\$174.00	\$68.00	39%
Car Rental	\$36.00	\$46.00	\$10.00	22%

Current other Counties utilizing the Statewide Travel Program:

- San Diego County
- Los Angeles County
- Sacramento County
- Ventura County
- San Mateo County

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- San Luis Obispo County
- Del Norte County
- Humboldt County
- Merced County
- Santa Clara County
- Sonoma County (select departments)
- Tulare County (select departments)
- San Francisco County (select departments)
- Yolo County
- Sutter County

Additionally, the following entities are utilizing the program:

- Mt. San Jacinto College
- Corona Norco USD
- Riverside Superior Court
- Rialto USD
- Riverside Community College District
- Paramount High School District

Each fee listed below is charged one time and is all-inclusive. There are no additional service fee charges for changes, cancellations, or additions. Participation in the Statewide Travel Program is free. Agent assistance is available via a toll-free number 24/7.

Description	Online Transaction Fee	Agent Assisted Transaction Fee
Air/Rail/Car/Hotel*	\$7.00	\$12.00
Hotel and/or Car Only Reservation	\$5.00	\$12.00
After Hours (Per Call) Business Hours: 8:00 a.m. – 5:00 p.m.	N/A	\$16.00

\*Flat fee for booking any combination of domestic or international air, rail, car, and hotel.

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**Note:** The DGS is paying all \$5 fees on behalf of the user agency, so essentially, it should read \$0. The DGS hopes to continue to offset additional transaction fees in the future as compliance levels continue to increase.

  
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Gregory V. Priapros, Director County Counsel 1/4/2022