



## Legislation Details (With Text)

**File #:** 20-303      **Version:** 1      **Name:**  
**Type:** Action Item      **Status:** Agenda Ready  
**File created:** 3/30/2020      **In control:** BOARD OF SUPERVISORS  
**On agenda:** 4/7/2020      **Final action:**  
**Title:** Approve Late Travel Claim for County Administrative Officer Carol Huchingson for January 2020, authorizing the Auditor-Controller to pay.  
**Sponsors:** Administrative Office  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. late travel claim january 2020

Date	Ver.	Action By	Action	Result
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## Memorandum

**Date:** April 7, 2020  
**To:** The Honorable Moke Simon, Chair, Lake County Board of Supervisors  
**From:** Carol J. Huchingson, County Administrative Officer  
**Subject:** Approve payment of late travel claim for County Administrative Officer Carol Huchingson for January 2020, authorizing the Auditor-Controller to pay.

**Executive Summary:** (include fiscal and staffing impact narrative):

I am requesting your Board authorize the Auditor-Controller to pay my late travel claim for mileage only for the month of January. Typically, I submit claims every other month, in two month increments, to minimize the resulting workloads needed to process claims. However, due to the need to focus on response to the COVID-19 disaster, I missed the 60 day submittal deadline for the earliest dates I traveled in January 2020.

**If not budgeted, fill in the blanks below only:**

Estimated Cost: \_\_\_\_\_ Amount Budgeted: \_\_\_\_\_ Additional Requested: \_\_\_\_\_ Future Annual Cost: \_\_\_\_\_

**Consistency with Vision 2028 and/or Fiscal Crisis Management Plan** (check all that apply):

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Public Safety               | <input type="checkbox"/> Infrastructure   | <input checked="" type="checkbox"/> Not applicable |
| <input type="checkbox"/> Economic Development    | <input type="checkbox"/> Disaster Recovery           | <input type="checkbox"/> County Workforce | <input type="checkbox"/> Technology Upgrades       |
| <input type="checkbox"/> Community Collaboration | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake       | <input type="checkbox"/> Revenue Generation        |
|  |  |   | <input type="checkbox"/> Cost Savings              |

**If request for exemption from competitive bid in accordance with County Code Chapter 2 Sec. 2-38, fill in blanks below:**

Which exemption is being requested?  
How long has Agreement been in place?  
When was purchase last rebid?

Reason for request to waive bid?

**Recommended Action:** Approve payment of late travel claim for County Administrative Officer Carol Huchingson for January 2020, authorizing the Auditor-Controller to pay.