



Legislation Text

File #: 18-1035, Version: 1

MEMORANDUM

TO: Board of Supervisors

FROM: Rob Brown, 5th District Supervisor

DATE: November 20, 2018

SUBJECT: (a) Consideration of Report from the District Attorney on internal controls used with respect to County credit cards, expenses, reimbursements, mileage and maintenance of County vehicles, necessary to protect the public trust; and (b) Consideration of Report from the District Attorney on his use of limited County resources and justification to attend conferences and training himself, despite leaving office 12/31/18, with possible direction to the County Administrative Officer (CAO)/CalCard Administrator to review and approve his expense requests in advance and/or revoke his privilege to use a CalCard

EXECUTIVE SUMMARY:

I am requesting that the District Attorney provide a report, and be prepared to answer questions from our Board, concerning the internal controls his department uses to monitor and regulate County-issued credit card use and requests for reimbursement, as well as for the recording, tracking and accountability of mileage and maintenance of County-owned vehicles.

In addition, I am aware that the District Attorney, despite leaving office at the end of the calendar year, may be using limited County resources to pay for conferences and training for himself, very late in his term. I am also requesting that the District Attorney report to the Board on his use of County funds and justification for attending conferences or training during the final six months of his term ending 12/31/18, with possible direction to our CAO/CalCard Administrator to review and approve his expense requests before funds are spent and/or revoke his privilege to use a CalCard.

FISCAL IMPACT: ☒ None ☐ Budgeted ☐ Non-Budgeted

Estimated Cost:

Amount Budgeted:

Additional Requested:

Annual Cost (if planned for future years):

FISCAL IMPACT (Narrative): None

STAFFING IMPACT (if applicable): None

RECOMMENDED ACTION: Report and possible direction to staff.