



Legislation Text

File #: 20-303, Version: 1

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.