Legislation Text

File #: 21-705, **Version:** 1

Memorandum

Date: **July 27, 2021**

To: **The Honorable Bruno Sabatier, Chair, Lake County Board of Supervisors**

From: **Carol J. Huchingson, County Administrative Officer**

Subject: **Approve Revision to the Applicant Interview Travel Expense Reimbursement Policy**

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

Your Board approved the Applicant Interview Travel Expense Reimbursement Policy on December 15, 2015. This policy assists in attracting qualified candidates in certain job classifications by reimbursing an applicant who will interview in-person with the Board of Supervisors for expenses incurred.

The maximum reimbursement amount is $1500 and will remain the same. The revisions proposed clarify eligibility and allowable expenses. The changes can be reviewed on the attachment titled "Applicant Interview Travel Expense Reimbursement Policy - proposed revisions 072721".

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):

☐ Not applicable

☐ Well-being of Residents	☐ Public Safety	☐ Infrastructure	☐ *Technology Upgrades*
☐ Economic Development	☐ Disaster Recovery	☒ County Workforce	☐ *Revenue Generation*
☐ Community Collaboration	☐ Business Process Efficiency	☐ Clear Lake	☐ *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 Revision to the Applicant Interview Travel Expense Reimbursement Policy.

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