



Legislation Text

File #: 22-631, Version: 1

Memorandum

Date: June 21, 2022

To: The Honorable Lake County Board of Supervisors

From: Mary Darby, Community Development Director

Subject: Approve Late Travel Claims in the amount of \$765 for the Community Development Department

Executive Summary:

On January 3, 2022, Community Development Department (CDD) staff members from the Building and Code Division attending PC 832 Arrest and Citation training in Sacramento, CA. Staff submitted the appropriate request for reimbursement of travel expenses of \$755, however due to the resignation of the CDD Account Technician, the request was not processed within the appropriate timeframe. CDD is seeking the approval of the request for reimbursement.

Employee	Training	Date of Training	location	Reimbursement Requested
Tod Elliot	PC832	1/3/22 - 1/7/22	Sacramento	\$153.00
Jack Smalley	PC832	1/3/22 - 1/7/22	Sacramento	\$153.00
Tina Ransburg	PC832	1/3/22 - 1/7/22	Sacramento	\$153.00
Marcus Beltramo	PC832	1/3/22 - 1/7/22	Sacramento	\$153.00
Norman Valdez	PC832	1/3/22 - 1/7/22	Sacramento	\$153.00
			Total	\$765.00

If not budgeted, fill in the blanks below only:

Estimated Cost: _____ Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

Consistency with Vision 2028 (check all that apply):

☐ Not applicable

- | | | |
|--|--|--|
| <input type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Public Safety | <input type="checkbox"/> Disaster Prevention, Preparedness, Recovery |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Infrastructure | <input type="checkbox"/> County Workforce |
| <input type="checkbox"/> Community Collaboration | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake |

Recommended Action: Approve Late Travel Claims in the amount of \$765 for the Community Development Department