

REPORT TO SHASTA COUNTY RTPA

SUBJECT		MEETING DATE	ITEM NUMBER
Amendment to Delegation of Authority to Executive Officer for Miscellaneous Expenditures		7/25/06	3-3

RECOMMENDATION

It is recommended that the Agency authorize the Executive Officer to approve claims for payment for:

1. Expenses for refreshments at various public meetings and hearings; and
2. Expenses for Agency members for RTPA related meetings and travel.

SUMMARY

To assist with expediting processing in the County Auditor-Controllers office, it is requested that the Agency authorize the Executive Officer to approve claims for refreshments at public meetings and travel claims for RTPA Agency members.

DISCUSSION

On October 21, 2003, the Agency authorized the Executive Officer to approve claims for miscellaneous expenditures including water, soft drinks, cookies or snacks at public meetings and workshops.

The Agency also authorized reimbursement to RTPA board members for "out-of-state" travel expenses. At this time, the Auditor's office has advised that Agency authorization is needed for in-state Agency member travel as well.

This authorization reaffirms the October 21, 2003, Agency action and clarifies that in-state travel by Agency members is also reimbursable with Executive Officer approval.

OTHER AGENCY INVOLVEMENT

The Auditor/Controller's office has reviewed the staff report and concurs with the recommendation.

FINANCING

The annual costs associated with providing refreshments at public meetings and hearings are estimated at \$400 annually. Travel for Agency members has historically been limited to one member attending two CalCOG conferences annually. Adequate funds are budgeted in the RTPA's Overall Work Program (OWP).



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Daniel S. Little, AICP, Executive Officer