



**SAN BENITO COUNTY
AGENDA ITEM
TRANSMITTAL FORM**

Dom Zanger
District No. 1
Vice-Chair

Kollin Kosmicki
District No. 2
Chair

Mindy Sotelo
District No. 3

Angela Curro
District No. 4

Ignacio Velazquez
District No. 5

Item Number: 1.9

MEETING DATE: 02/11/2025

DEPARTMENT: COUNTY ADMINISTRATION OFFICE

AGENDA ITEM PREPARER: Dulce Alonso

DEPT HEAD/DIRECTOR: Henie Ring

SUBJECT:

COUNTY ADMINISTRATION OFFICE - H.RING, INTERIM COUNTY ADMINISTRATIVE OFFICER

Approve Amendment to the County's Travel policy related to out-of-state travel.
SBC FILE NUMBER: 119

AGENDA SECTION:

CONSENT AGENDA

BACKGROUND/SUMMARY:

At the Board of Supervisors Meeting on January 29, 2025, the County Board of Supervisors adopted new Board Rules, which are attached. Under Section 4. Board Procedures states that "Out-of-state travel for supervisors or other employees requires approval of the board in a public meeting."

In our current Travel policy, Current Language- Section III D of the County's Travel Policy states the following:

Section III D of County's Travel Policy.

D. Out-of-County Travel.

1. All travel outside the County but within the State of California requires authorization by the department head or his/her designee.

2. All travel outside the State of California, less than \$4,000 per employee (and less than \$20,000

aggregate for all employees traveling) requires authorization by the County Administrative Officer.

3. All travel outside the State of California, greater than \$4,000 per employee (or greater than \$20,000 aggregate for all employees traveling) requires authorization by the Board of Supervisors.

New Proposed Language

Section III D of County's Travel Policy.

D. Out-of-County Travel.

1. All travel outside the County but within the State of California requires authorization by the department head or his/her designee.

2. All travel outside the Country and the State of California requires prior authorization by the Board of Supervisors.

3. The County Administrative Officer, or their designee, has the authority to approve out-of-state travel requests, including but is not limited to urgent or time-sensitive law enforcement operations, social services support, or situations requiring immediate response.

It is recommended that the County Board of Supervisors update the travel policy to match the Board Rules for consistency purposes and delegate authority to the CAO for emergency matters that require immediate response.

RESOLUTION OR ORDINANCE NEEDED FOR THIS ITEM:

No

CONTRACT NEEDED FOR THIS ITEM:

No

RFP AND BID HISTORY:

N/A

LAST CONTRACT AMOUNT OR N/A:

N/A

CONTRACT HISTORY (Describe all amendments and previous contracts):

N/A

STRATEGIC PLAN GOALS: 1. Operational Development & Excellence

Yes

STRATEGIC PLAN GOALS: 2. Planning And Sustainable Growth

No

STRATEGIC PLAN GOALS: 3. Technology

No

STRATEGIC PLAN GOALS: 4. Community Engagement

No

STRATEGIC PLAN GOALS: 5. Health & Safe Community

No

BUDGETED:

Yes

BUDGET ADJUSTMENT NEEDED:

No

SOURCE OF FUNDING:

N/A

UNFUNDED MANDATE:

No

SBC BUDGET LINE ITEM NUMBER:

N/A

CURRENT FY COST:

0

STAFF RECOMMENDATION:

Approve Amendment to the County's Travel policy related to out-of-state travel.

BOARD ACTION RESULTS:

Approved amendment to the County's Travel Policy per staff recommendation. (5/0 vote)

ATTACHMENTS:

[Travel Policy Redline Copy of Changes](#)

[Travel Policy 1-31-2025 CLEAN](#)

[Current County of San Benito Travel Policy](#)

