

# Board of County Commissioners

## Agenda Request

Date of Meeting: March 3, 2009

Date Submitted: February 19, 2009

To: Honorable Chairman and Members of the Board

From: Benjamin H. Pingree, County Administrator  
Timothy P. Barden, Assistant County Administrator

Subject: Request Board Ratification of Actions Taken at the February 3, 2009  
Workshop on Commissioner Travel Budgets

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**Statement of Issue:**

This agenda item requests Board ratification of actions taken at the February 3, 2009 Workshop on Commissioner Travel Budgets.

**Background:**

At the December 1, 2008 Board Meeting, the Board directed staff to review the system by which the Board of Commissioner's budget for travel (transportation, meals, etc...) as well as educational expenses are accounted for each Commissioner.

On February 3, 2009 the Board held a Workshop to review and discuss Commissioner Travel Budgets.

**Analysis**

At the Workshop, staff provided the Board two alternative budgeting options from the current way in which their travels budget is tracked (Attachment #1). After discussion by the Board and review of the various options, the Board directed staff to change the method by which their budgets are established and tracked by choosing to utilize Option #2 presented below.

**Option #2**

Establish a separate department for each of the five (5) Commission Districts to capture all salaries and miscellaneous operating expenditures. This option would enable each Commissioner to track their total expenditures. This option would require that a budget be established for each line item in each district annually. This option would exponentially increase the amount of account numbers currently used to track these expenditures by four (4). Additionally, this option would also increase the length and size of our current monthly financial reports since the current reports are separated by department. The current financial system could accommodate this accounting option. A possible configuration (based on available account numbers and current budget) for Board of Commissioners budget should the Board choose this option is outlined in Table #3 below.

Table #3

| <b>District #1</b>      |                              |                              |
|-------------------------|------------------------------|------------------------------|
| <b><u>Line Item</u></b> | <b><u>Account Number</u></b> | <b><u>FY07/08 Budget</u></b> |

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|                             |                  |             |
|-----------------------------|------------------|-------------|
| Travel                      | 001-0100-511-400 | \$2,000.00  |
| Office Supplies             | 001-0100-511-510 | \$200.00    |
| Fuel                        | 001-0100-511-521 | \$150.00    |
| Subscription, Books, Etc... | 001-0100-511-540 | \$150.00    |
| <b><u>District #2</u></b>   |                  |             |
| Salaries & Benefits         | 001-0101-511-110 | \$30,520.00 |
| Travel                      | 001-0101-511-400 | \$2,000.00  |
| Office Supplies             | 001-0101-511-510 | \$200.00    |
| Fuel                        | 001-0101-511-521 | \$150.00    |
| Subscription, Books, Etc... | 001-0101-511-540 | \$150.00    |
| <b><u>District #3</u></b>   |                  |             |
| Salaries & Benefits         | 001-0102-511-110 | \$30,520.00 |
| Travel                      | 001-0102-511-400 | \$2,000.00  |
| Office Supplies             | 001-0102-511-510 | \$200.00    |
| Fuel                        | 001-0102-511-521 | \$150.00    |
| Subscription, Books, Etc... | 001-0102-511-540 | \$150.00    |
| <b><u>District #4</u></b>   |                  |             |
| Salaries & Benefits         | 001-0103-511-110 | \$30,520.00 |
| Travel                      | 001-0103-511-400 | \$2,000.00  |
| Office Supplies             | 001-0103-511-510 | \$200.00    |
| Fuel                        | 001-0103-511-521 | \$150.00    |
| Subscription, Books, Etc... | 001-0103-511-540 | \$150.00    |
| <b><u>District #5</u></b>   |                  |             |
| Salaries & Benefits         | 001-0104-511-110 | \$30,520.00 |
| Travel                      | 001-0104-511-400 | \$2,000.00  |
| Office Supplies             | 001-0104-511-510 | \$200.00    |
| Fuel                        | 001-0104-511-521 | \$150.00    |
| Subscription, Books, Etc... | 001-0104-511-540 | \$150.00    |

**Options:**

1. Ratify Board actions taken at the February 3, 2009 Workshop on Commissioner Travel Budgets.

2. Do not ratify Board actions taken at the February 3, 2009 Workshop on Commissioner Travel Budgets.
3. Board direction.

**Recommendation:**

Option #1

**Attachment(s)**

1. Workshop Agenda Request from the February 3, 2008 Board meeting.

BP/TPB