



MEMORANDUM

TO: Board of Commissioners
FROM: Heather Zacker
DATE: August 23, 2016
SUBJECT: **2015/16 Employee Reimbursements**

Recommendation

- Receive and file; no action necessary

Policy Implications

California Government Code Section 53065.5 requires special districts to report employee reimbursements in excess of \$100 for the preceding fiscal year.

Fiscal Implications / Budget Status

In the fiscal year ended June 30, 2016, reimbursements totaling \$5,792.09 were required to be reported. Funds are included in the annual budget for these expenditures.

Alternatives Considered

The following actions were considered but are not recommended at this time:

- None

Discussion

California Government Code Section 53065.5 states:

Each special district, as defined by subdivision (a) of Section 56036, shall, at least annually, disclose any reimbursement paid by the district within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received. "Individual charge" includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee or member of the governing body of the district. The disclosure requirement shall be fulfilled by including the reimbursement information in a document published or printed at least annually by a date determined by that district and shall be made available for public inspection.

The table below lists the reimbursements in excess of \$100 paid to employees during fiscal year 2015/16. The reimbursements were for travel expenditures and meals.

Drew Brandy - Harbor Commissioner		
\$ 375.00	10/27/2015	CMANC fall meeting registration
\$ 435.82	10/27/2015	Lodging (2 nights) CMANC fall meeting - Castro Valley, CA
\$ 743.52	1/26/2016	Mileage & lodging (3 nights) CMANC winter meeting - Marina del Ray, CA
\$ 1,769.00	4/6/2016	Travel, meals & lodging (5 nights) CMANC - Washington DC
Mary Matakovich - Harbor Commissioner		
\$ 1,769.00	4/1/2016	Lodging (5 nights) CMANC - Washington DC
Chris Munson - Planner/Estimator		
\$ 216.01	10/1/2015	Lodging (1 night) for water distributor test - Goleta, CA
\$ 483.74	3/25/2016	Employee BBQ reimbursement

This item is informational only. No action is required at this time.