



MEMORANDUM

TO: Board of Commissioners
FROM: Linda Hendy, Accountant
DATE: July 24, 2018
SUBJECT: **2017/18 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, 2018, reimbursements totaling \$4,513.19 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.

**Employee Reimbursements
 Fiscal Year Ended June 30, 2018**

Loch Dreizler - Facilities Manager			
\$	249.52	10/19/2017	2017 CAHMPC Conference Travel - Mileage
Robiy Ellison - Facilities Supervisor			
\$	101.24	7/21/2017	Reimbursement Harbor Freight Tools
Suzanne Forzetting - Lifeguard			
\$	297.00	3/21/2018	Red Cross Trainings
\$	135.00	5/9/2018	Red Cross Trainings
\$	120.68	5/16/2018	Uniform Reimbursement
Linda Hendy - Accounting Department			
\$	209.82	6/28/2018	CA Society Finance Officers Oxnard Training - Mileage
Andrea Lueker - Harbor Manager			
\$	135.89	9/26/2017	Fall CMANC Travel - Mileage
\$	250.82	9/26/2017	Teambuilding BBQ End of Season Employee Luncheon
\$	256.80	9/29/2017	Speaker at APA Travel Expense - Mileage
\$	200.09	10/20/2017	CAHMPC Travel - Mileage
\$	260.00	9/8/2017	All Hands Employee Lunch
\$	233.26	1/26/2018	Winter CMANC Travel - Mileage
\$	1,464.84	3/15/2018	CMANC DC Travel - Lodging
Chris Munson - Planner/Estimator as of Oct2017			
\$	163.71	10/27/2017	CSDA Annual Conference Travel - Mileage
\$	294.56	10/27/2017	CSDA Annual Conference Travel - Lodging
Kyle Shaffer - Harbor Patrol			
\$	139.96	4/3/2018	Boot Reimbursement

\$ 4,513.19

*Only for single items over \$100