

## Richland County Committee

### Agenda Item Cover

**Agenda Item Name:** Amending Rule #17 – mileage and per diems

|  |                        |                       |                               |
|--|------------------------|-----------------------|-------------------------------|
| <b>Department</b>                            | County Clerk's Office  | <b>Presented By:</b>  | Derek S. Kalish, County Clerk |
| <b>Date of Meeting:</b>                      | August 5, 2021 (Rules) | <b>Action Needed:</b> | Approval Or Vote              |
| <b>Disclosure:</b>                           | Open Session           | <b>Authority:</b>     | Committee Structure, C        |
| <b>Date submitted:</b>                       | August 3, 2021         | <b>Referred by:</b>   | County Clerk's Office         |
| <b>Action needed by no later than (date)</b> | N/A                    | <b>Resolution</b>     | Prepared (Draft Attached)     |

**Recommendation and/or action language:**

Motion to amend Rule #17 as follows (amended language in red):

(B): The County Clerk shall only pay mileage and per diem for attendance at meetings of the County Board and at meetings of boards or committees after a claim has been filed by the Supervisor on the ~~forms~~ claims reimbursement form provided by the County Clerk. Submission of the claims reimbursement form in an electronic format is preferred. Each Supervisor shall be responsible for submitting mileage and per diem claims on the claims reimbursement form to the County Clerk for his or her attendance at such meetings no later than the last day of the month in which the claims were incurred. Claims submitted after this date will not be paid until the next payroll cycle.

(D): Mileage and per diem reimbursement claims incurred in December must be submitted by Supervisors ~~Supervisors are urged to have all per diem and mileage claims for any calendar year submitted to the County Clerk's Office by not later than the last business day of December of the following year.~~ no later than the end of the third week of December to ensure that all claims are paid in the calendar year in which they occurred and to allow ample time for end-of-year payroll processing.

(E): ~~The County Clerk shall prepare a list of all per diems and mileage claimed through the last business day of December for County Board attendance and for committee attendance, copies of this list shall be distributed by the County Clerk to each Supervisor by the February meeting of the County Board and a summary of this list shall be published as part of the minutes of each February's County Board meeting.~~

Strike this completely. I do not believe this is a statutory requirement for us to do as the rule states. Like any other public record, this information can be provided when/if requested.

**Background:** *(preferred one page or less with focus on options and decision points)*

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The proposed changes are suggested in an effort to streamline the processing and reimbursement of Supervisor per diem and mileage claims. Historically, reimbursement requests were submitted to the County Clerk's Office on half sheets of paper for every meeting attended. An electronic claims reimbursement form (see Attachment B) has been created allowing for Supervisors to submit their claims requests on one form instead of several in an electronic format. Although not preferable, this form can also be completed by hand if necessary. The electronic format creates efficiencies for the overall processing of the payroll by having all per diem and mileage information in one location, in an easier format to view when entering information into the payroll system, and conserves storage space needed to house documents once processed. The proposed changes explicitly state submission deadlines to follow

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to ensure that the processing of payroll can be executed as efficiently as possible in addition to what happens if the deadline submission times are not met.

#### Attachments and References:

Attachment A – Draft Resolution

Attachment B – Claim Form

#### Financial Review:

Not applicable as there is no financial impact from proposed rule amendments.

(please check one)

|   |                      |                       |  |
|---|----------------------|-----------------------|--|
|   | In adopted budget    | Fund Number           |  |
|   | Apportionment needed | Requested Fund Number |  |
|   | Other funding Source |                       |  |
| X | No financial impact  |                       |  |

*(summary of current and future impacts)*

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Richland County Clerk, Derek S. Kalish

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Administrator, Clinton Langreck

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