



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 11/22/2016

Agenda Placement: 6Z

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

---

**TO:** Board of Supervisors  
**FROM:** Alice Hughey for Leanne Link - County Executive Officer  
County Executive Office  
**REPORT BY:** Molly Rattigan, Deputy County Executive Officer - 253-4112  
**SUBJECT:** Authorize Travel to CSAC Annual Meeting for Supervisor-Elect

---

### **RECOMMENDATION**

County Executive Officer requests authorization for District 2 Supervisor-Elect Ryan Gregory to travel to the California State Association of Counties Annual Meeting and New Supervisor Institute held in Palm Springs from November 28 through December 2, 2016.

### **EXECUTIVE SUMMARY**

As a part of the 122nd CSAC Annual Meeting, part one of a three-part "New Supervisors Institute" is being conducted. Together with the CSAC Annual Meeting, the Institute provides new supervisors with an overview of county governance, supervisor responsibilities, and current county issues. New supervisors are also expected to attend subsequent sessions on February 9-10, 2017 and April 21, 2017.

District 2 Supervisor-Elect Ryan Gregory has submitted a request in writing to the CEO to attend the CSAC New Supervisors Institute.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Travel and training expenses are included in the Board of Supervisors' FY 2016-17 adopted budget.
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification: Together, the New Supervisors Institute and the CSAC Annual Meeting provide newly elected Supervisors with an overview of county governance, Supervisor responsibilities and current county issues as well as an opportunity to build a network of fellow Supervisors around the State. This enables newly elected Supervisors to begin their duties with a foundation necessary for better decision-making.

Is the general fund affected? Yes

Future fiscal impact: No.

Consequences if not approved: Supervisor-Elect Gregory may not attend the Institute.

Additional Information:

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

As a part of the 122nd CSAC Annual Meeting, part one of a three-part "New Supervisors Institute" is being conducted. Together with the CSAC Annual Meeting, the Institute provides new supervisors with an overview of county governance, supervisor responsibilities, and current county issues. New supervisors are also expected to attend subsequent sessions on February 9-10, 2017 and April 21, 2017.

California Government Code Section 25208.4 and Napa County Code Section 2.04.050 provide for the Board of Supervisors to authorize payment of expenses for training and orientation for persons who have been duly elected as County Supervisors but who have not yet assumed office. Expenses include course fees and materials, as well as travel and per diem costs in conformance with the existing County travel policy. District 2 Supervisor-Elect Ryan Gregory has submitted a request in writing to the CEO to attend the CSAC New Supervisors Institute.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi