



24-4598

**DATE:** February 27, 2024 (Item No. 58)  
**TO:** Board of Supervisors  
**FROM:** Margaret Olaiya, Director, Finance Agency  
**SUBJECT:** Annual P-Card Expense Report for Elected Officials

**RECOMMENDED ACTION**

Receive annual report relating to Procurement Card expenses for the Board of Supervisors and other Elected Officials.

**FISCAL IMPLICATIONS**

There are no fiscal implications associated with receipt of this report.

**REASONS FOR RECOMMENDATION AND BACKGROUND**

This report covers all expenses charged to the Procurement Card (P-Card) belonging to elected officials for January 1, 2023, through December 31, 2023. Finance Agency presents this report annually to the Board in public session in the month of February following the end of the prior year.

The attached official monthly reports from US Bank detail the expenses incurred by each P-Card holder. These charges have been reviewed by the Controller-Treasurer Department and approved by the Director, Finance Agency. Any issues or discrepancies identified during the review of charges were addressed and resolved during the monthly review process, where applicable, training was provided to the cardholder.

During the reporting period, the status of P-Cards associated with each elected official is as follows:

Department	Cardholder	Comments
BOS District 1	Mariela Garcia	See details attached
BOS District 2	Cindy Chavez	No P-Card account
BOS District 3	Otto Lee	See details attached
BOS District 4	Michelle Collins	See details attached
BOS District 5	Kristina Loquist (Retired in 2023)	See details attached

BOS District 5	Kelsey Combellick	See details attached
Assessor	Lawrence Stone	See details attached
District Attorney	Jeffrey Rosen	See details attached
Sheriff	Robert Jonsen	No P-Card account

On December 18, 2012, the Board of Supervisors requested that the Chief Operating Officer review all P-Card charges for Elected Officials and Executives directly appointed by the Board. In addition, the Board requested that P-Card charges made by Board members and elected officials be presented for review in public session on a quarterly basis.

On June 20, 2016, with the retirement of the Chief Operating Officer, the County Executive assigned this review and approval duty to the Director, Finance Agency.

On February 7, 2017, the Board directed Administration to present the report annually.

### **CHILD IMPACT**

The recommended action will have no/neutral impact on children and youth.

### **SENIOR IMPACT**

The recommended action will have no/neutral impact on seniors.

### **SUSTAINABILITY IMPLICATIONS**

The recommended action will have no/neutral sustainability implications.

### **CONSEQUENCES OF NEGATIVE ACTION**

The Board of Supervisors' review of P-Card transactions of elected officials for calendar year 2023 will be delayed.

### **STEPS FOLLOWING APPROVAL**

Upon acceptance of this report by the Clerk of the Board will electronically notify Controller-Treasurer Division Manager Irene Yang.

### **ATTACHMENTS:**

- Garcia, Mariela CY2023 (PDF)
- Lee, Otto CY2023 (PDF)
- Collins, Michelle CY2023 (PDF)
- Loquist, Kristina CY2023 (PDF)
- Combellick, Kelsey CY2023 (PDF)
- Stone, Lawrence CY2023 (PDF)
- Rosen, Jeffrey CY2023 (PDF)