

Resolution No. 2003-045 N.C.S.
of the City of Petaluma, California

**ADOPTING THE MAYOR AND COUNCIL MEMBER
EXPENSE REIMBURSEMENT POLICY**

WHEREAS, the City Council wishes to adopt a policy regarding reimbursement of actual and necessary expenses incurred by the Mayor and Members of the Petaluma City Council; and,

WHEREAS, the Council wishes to comply with the provisions of state law, including Government Code §36514.5 which allows for reimbursement to Mayor and Council Members for actual and necessary expenses incurred in the performance of their official duties.

NOW, THEREFORE, BE IT RESOLVED the Petaluma City Council hereby adopts the Mayor and Council Members Expense Reimbursement Policy attached hereto as Exhibit "A."

Under the power and authority conferred upon this Council by the Charter of said City.

REFERENCE:

I hereby certify the foregoing Resolution was introduced and adopted by the Council of the City of Petaluma at a (Regular) (Adjourned) (Special) meeting on the³rd..... day ofMarch....., 20⁰³., by the following vote:

Approved as to form


City Attorney

AYES:

Canevaro, Mayor Glass, Harris, Healy, Moynihan, Vice Mayor O'Brien, Torliatt

NOES:

None

ABSENT:

None

ATTEST:

City Clerk




Mayor

EXHIBIT A

MAYOR AND COUNCIL MEMBERS EXPENSE REIMBURSEMENT POLICY

A. General

1. The Mayor and City Council members (hereinafter referred to jointly as "Council") shall use good judgment when incurring expenses to be paid by the City. Council will be reimbursed for actual and necessary expenses incurred in the performance of official duties.
2. Authorization for reimbursement will be granted only for which a clear benefit of the City is apparent. Reimbursement for a spouse is not authorized.
3. No purchase of personal items or expenses for purely personal services shall be reimbursed.
4. In addition to reimbursement requests, expenses and other charges, which reflect costs, related to family or other non-authorized persons must be documented in such a way as to identify clearly the portion incurred by the Council and only that portion will be reimbursed.
5. In a case where a receipt is called for but is impossible to obtain, a statement to that effect shall be submitted and the reason given. In the absence of satisfactory explanation, the amount involved will be disallowed.
6. The City Manager and Finance Director reserve the right to review payment for any item of expense if it appears unreasonable or inappropriate under this policy or state law.
7. It is suggested that the Council keep a chronological list of the cost of each meal and other necessary items of expense in the event a question should arise regarding any of these items.
8. Exceptions to these provisions may be authorized by the City Manager, if determined that such exception is justifiable and in the best interest of the City.

B. Out of Town Travel Reimbursement: The Council is entitled to receive reimbursement for traveling and other necessary expenses when on official duty. Reimbursement is effected in accordance with the following criteria.

1. Meals. The Council shall be reimbursed for out of town meals plus gratuities not to exceed \$60 per diem.

Dated receipts must be provided with the reimbursement request.

Council shall not be reimbursed for meal expenses of others.

2. Lodging. Council shall be reimbursed for lodging required to conduct City business. Dated receipts and meetings and travel schedules must be provided with the reimbursement request. Lodging will be provided for the night prior to the commencement of the meeting if the hour set for the start of the meeting is such that the Council would have had to leave home prior to 6:00 a.m. Lodging may be provided following the meeting if the Council could not have arrived at his/her home prior to 11:00 p.m.

Lodging reimbursement shall be based on the single room rate charged at the headquarters hotel for the conference, or the hotel most proximate to the site of the meetings.

This policy does not preclude the Council from securing more expensive accommodations; it simply establishes the maximum reimbursement that will be afforded by the City. In the event the Council provides the room to family members or other non-authorized persons, the Council shall be reimbursed at the rate afforded for single occupancy. In the absence of such verification of the single rate, Council shall be reimbursed at the current federal reimbursement rate.

3. Taxi, Limousine and Bus Fares. The Council shall be reimbursed for taxi, limousine and bus fares for travel between lodging, meals and meeting sites out of town, but Council shall attempt to obtain lodging and meals within walking distance of the meeting site, if this is the most economical alternative. Reimbursement will be provided for taxi, limousine or bus fares when such transportation is necessary in the conducting of City business. Such expenses shall be itemized in detail with receipts.
4. Registration Fees. Fees charged for registration of a conference or meeting, which Council chooses or is otherwise authorized to attend, are reimbursable. Receipts or other acceptable evidence of the amount of the fee shall be submitted. Council may attend conferences, conventions and meetings when it can be shown that attendance is of public benefit. The annual limit of such reimbursements is \$1500 per Council Member, however Council may be reimbursed in excess of said limit if Council obtains authorization from City Council or City Manager
5. Telephone and Facsimile Charges. Telephone and facsimile charges will be reimbursed only for official calls and communication and only upon submission of documentation.

6. Parking, Garage and Toll Charges. Parking, garage and toll expenses will be reimbursed when an automobile is used for transportation.
 7. Other. Council shall be reimbursed for other expenses provided that it can be shown that they were the actual and necessary expenses incurred for successful completion of City business and are itemized and for which receipts shall be obtained and filed.
- C. Car and Travel Allowance: The Council may be reimbursed for mileage, parking, car rental and related transportation expenses incurred in traveling to and from Council meetings or other official business in the amount of \$0.36 per mile. Such authorized expenses are reimbursable in addition to, but not in duplication of, those described under out-of-town travel above. The monthly expense reimbursement form must be submitted for such reimbursement.
- D. Other: The Council is entitled to reimbursement for other actual expenses incurred and necessary in the performance of their official duties and which are allowed by law.