

RESOLUTION NO. 95-108

A RESOLUTION OF THE COUNCIL OF THE CITY OF
SAN BUENAVENTURA ESTABLISHING EXPENSE
REIMBURSEMENT GUIDELINES FOR THE CITY
COUNCIL

BE IT RESOLVED by the Council of the City of San Buenaventura as follows:

SECTION 1: The City Council has determined the need to establish uniform guidelines for reimbursement of Council Members' expenses consistent with the guidelines established for all City employees through the provisions of Administrative Regulation No. 03-001.3.

SECTION 2: The City Council hereby adopts the following guidelines for reimbursement of expenses:

- Authorization and Monthly Limit - Local Expense Pursuant to current salary resolution, each member of the Council is authorized to incur and may receive reimbursement for local expenses incurred in performance of Council duties within the City. The reimbursement may not exceed \$300 for the Mayor or \$200 for each Council Member in any calendar month, unless such excess has otherwise been authorized by Council.
- Payment of Monthly Local Expense Allowances At the end of each calendar month the Local Expense Allowance will be paid to Council Members. The payment will be generated and issued automatically by the Accounting Services Division. The payments will be issued in the maximum amounts unless the Council Member provides notification that a lesser amount is authorized.

If local expenses are not incurred, or are less than the maximum amount allowed, each Council Member must notify the City Manager or designee within ten (10) days following the end of the month. The City Manager or designee will notify Accounting Services and the allowance will be adjusted accordingly with the next monthly payment.

- Tax Reporting The Local Expense Allowance is defined by the IRS as a Non-Accountable expense reimbursement plan. As such, the expense allowance is considered additional income and is subject to IRS reporting. In accordance with IRS regulations, each calendar year a 1099 Miscellaneous Income form will be issued by the Accounting Services Division and distributed to each Council Member and the IRS.

- Meal Allowances Establishment of a maximum reimbursable daily meal allowance of \$40.00 per day (including sales tax and reasonable tip) broken down as follows: \$8.00 for breakfast; \$12.00 for lunch; and \$20.00 for dinner. Meal reimbursement is limited to the lower of actual cost or maximum meal allowance limit. Reimbursements will only be made for meals not provided as a part of a conference. Alcoholic beverages are not considered part of meal costs and will not be reimbursed.
- Air Travel Economy or coach fare only.
- Private Vehicle The reimbursement rate for non-local travel expenses (local expenses are covered by the current salary resolution) shall be the current IRS established standard mileage rate for business related transportation expenses. Non-local travel is defined as official travel involving at least one overnight absence from the City of San Buenaventura to a destination(s) exceeding 150 miles round trip distance from the City of San Buenaventura.
- Lodging Every effort shall be made to request and take advantage of government rate discounts or any other special rates available or select accommodations which will moderate the cost to the City.
- Telephone, FAX, and Miscellaneous Expenses may be incurred for the conduct of City business by employees traveling in conjunction with their official capacities.

Passed and adopted this 18th day of December, 1995.


City Clerk

STATE OF CALIFORNIA)
COUNTY OF VENTURA) ss
CITY OF SAN BUENAVENTURA)

I, Barbara J. Kam, City Clerk of the City of San Buenaventura, California, do hereby certify that the foregoing Resolution was passed and adopted by the City Council of the City of San Buenaventura at a regular meeting thereof held on the 18th day of December, 1995, by the following vote:

AYES: Councilmembers Friedman, Tuttle, Bennett,
 Monahan and Measures.

NOES: Councilmembers Di Guilio and Tingstrom.

ABSENT: None.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Buenaventura.


City Clerk