

Attachment A

Proposed Supplement to
Council Policy 24-07 – City
Council Expense
Reimbursement Policy

CITY OF VICTORVILLE COUNCIL POLICY

SUBJECT: Council Member Reimbursement Policy	POLICY NO: CP-24-08
SUPERSEDES: N/A	DATE: May 6, 2025

I. PURPOSE

The intent of the Policy is to require Council Members, should they be scheduled for an event that costs the City money and fail to attend, to reimburse the City for those expenses.

II. BACKGROUND

The City Council has previously adopted City of Victorville Council Policy No. CP-24-07 establishing an Expense Reimbursement Policy. This Policy supplements Council Policy CP-24-07 to address situations where Council Members may not be able to attend a scheduled event and to require reimbursement to the City of the cost of such event by the Council Member should the inability to attend the event be unexcused.

III. POLICY

If the City has prepaid a City Council Member's expenses for an event and the City Council Member is unable to attend a planned trip or event, it is the City Council Member's responsibility to:

1. Arrange for an alternate City Council Member or City Manager approved staff member to attend in the City Council Member's absence; or
2. Ensure any prepaid and/or credit card fees are refunded within thirty (30) days of the unattended event to the City.

For any fees not fully refunded, the City Council Member shall provide the Mayor (or the Mayor Pro Tem in the event the Mayor is the official who was unable to attend the planned trip or event) with a written explanation within thirty (30) days

of the unattended event addressing the reason(s) he or she was unable (ex. unexpected illness, injury or death in the family, etc.) to attend. The Mayor or Mayor Pro Tem, as applicable, will determine whether the reason(s) given for the failure to attend complies with this policy. Such a determination may be appealed to the full membership of the City Council. A copy of the written explanation as well as the decision maker's determination shall be filed with the City Clerk.

IV. PROCEDURES

If it is determined that the reason(s) given do not comply with this policy, the City Council Member shall promptly refund the City any un-refunded amounts. Failure of the City Council Member to provide a written explanation addressing the reason(s) he or she was unable to attend the event and/or to refund the City for any prepaid and/or credit cards fees, may, to the extent permitted by law, result in the fees being deducted from the City Council Member's compensation, salary, or stipend, or loss of reimbursement privileges, civil penalties for misuse of public resources or restitution to the City.