



Item Number: 16

City Council / Board of Directors

Written Communications

Meeting of: May 2, 2023

Submitted By:

Jennifer Thompson, City Clerk

Subject:

Monthly mileage allowance for the Mayor and Mayor Pro Tem

Recommendation:

Any action is at the discretion of Your Honorable City Council.

Fiscal Impact:

The fiscal impact associated with this item would be \$400 per month for an annual amount of \$4,800. For the remainder of Fiscal Year 22-23 the effect would be \$800 and would not require an additional appropriation as sufficient funds exist in the City Council wages account (1001220-51100).

Background:

The Victorville Municipal Code, Chapter 2.16 states the following:

2.16.040 - Salaries—Exclusive of reimbursement.

The salaries prescribed in this chapter are and shall be exclusive of any amounts payable to each member of the city council as reimbursement for actual and necessary expenses incurred by him or her in the performance of official duties for the city.

2.16.060 - Reimbursement for expenses.

In addition to the salary provided for in Section 2.16.020, city council members may be reimbursed for the actual and necessary expenses incurred in the performance of their official duties, as such reimbursement has been established by the policies adopted by resolution of the city council pursuant to the provisions of California Government Code Section 53232 et seq. and other applicable laws.

Additionally, the City Council Policy and Procedure Manual Chapter 8, Section IV indicates the following:

IV. CITY COUNCIL SPENDING AND REIMBURSEMENT POLICY

- A. Effect of CP-12-01. Except as specified otherwise in this Section, the provisions of the Expense Reimbursement Policy set forth in Council Policy No. CP-12-01, or any amendment(s) to or successor Council Policy adopted in lieu thereof ("CP-12-01") shall apply to all City Councilmembers. The provisions of Council Policy Nos. CP-93-5 and CP-73-3, to the extent currently in effect, are completely superseded by this Section.
- B. Events and Covered Expenses. As long as all other requirements of this Section IV are also met, covered expenses (as that term is used in CP-12-01) incurred by City Councilmembers constitute reimbursable expenses when they engage and/or participate in the following activities and/or events ("Events"):
 - 1. Communicate with representatives of regional, state, and national government and their various agencies and entities on City-adopted or authorized policy positions.
 - 2. Attend educational seminars designed to improve Councilmembers' skill and information levels.
 - 3. Participate in regional, state, and national organizations, e.g., California League of Cities or National League of Cities, whose activities affect the city's interests.
 - 4. Attend City-sponsored events.
 - 5. Travel out-of-state or internationally for the above purposes.
- C. Advance City Council Approval of Expenditures for Events. Prior to making travel, transportation, and/or lodging arrangements for any Event for which a Councilmember wishes to be reimbursed by the City, the Councilmember must have the Event and the expenditure approved. Requests for travel and meeting expense reimbursements or City- paid travel and meetings for any Event(s) will require the advance approval of the City Council at a regularly-scheduled Council Meeting under an agenda item requesting such approval.

The foregoing requirement for approval of travel expenses shall not apply when the City Councilmember is traveling in connection with his/her required attendance at meetings of legislative bodies of

outside agencies to which the Councilmember has been appointed to serve as a City representative or alternate pursuant to Chapter 9, Section IV of this Manual.

D. Meeting Reporting Requirement. Councilmembers shall provide a brief report *on any meeting or event attended at the expense of the City* at the next regular meeting of the Council. If multiple Councilmembers attended the same event, a joint report may be made.

E. Additional Spending and Reimbursement Rules.

1. **Spending Tracked.** The City Manager's Office will keep an individual spending and reimbursement record for each Councilmember for the period of July 1 to June 30 of each year.
2. **Intrastate/International Travel.** No travel outside the state or the country is permitted without advance approval of the City Council, who shall make such decision at a Council Meeting under an agenda item requesting such approval.
3. **Travel Arrangements.** Hotel and travel accommodations may be made by City staff or the Councilmember. Councilmembers shall use best efforts to seek the most reasonable, cost-effective manner of travel and/or accommodations, keeping in mind that such travel and/or accommodations are being provided at the expense of the taxpayers.

F. Expense Reports Required. In order to receive expense reimbursements, Councilmembers shall complete and submit to the City Manager's Office a Travel and Expense Reimbursement Form and Report ("Expense Report") within a reasonable time after incurring the expense, but in no event, shall it be later than 30 days thereafter. The following rules shall also apply:

1. Each Expense Report shall be accompanied by all receipts documenting each expense with proof of the advance approval obtained from the City Council (or the City Manager, as applicable).
2. The Councilmember shall verify that the expenses for which reimbursement is sought were incurred on behalf of the City in the performance of official duties and otherwise meet the requirements of this Section IV.

3. All documents related to reimbursable expenditures, including, but not limited to, the Expense Report and actual receipts, are public records subject to disclosure under the Public Records Act. Any personal information, e.g., credit card numbers, contained on any receipts may be redacted before publicly releasing such records.

G. City Manager Authority. The City Manager has the authority to determine the reasonableness of an expense and, as such, may disallow it for reimbursement. A request for reimbursement that has been disallowed by the City Manager may be appealed to the City Council who will make its decision at a regularly scheduled City Council Meeting under an agendized item requesting such appeal. The decision of the City Council shall be final.

Discussion:

At the City Council meeting of April 18, 2023, it was moved by Mayor Jones and approved by a majority vote to agendize an item for discussion and possible action regarding providing a monthly mileage allowance to the Mayor in the amount of \$250 and the Mayor Pro Tem in the amount of \$150 per month for additional travel required in connection with the duties of said positions.

Attachments:

A. CP-12-01 Expense Reimbursement Policy