

City of Yucaipa
Council Meeting of May 11, 2015
Purchasing Policies and Procedures

of the Ordinance has not yet occurred. As a result, the Ordinance has not been formally adopted by Council and, therefore, the increase in compensation has not been implemented.

DISCUSSION:

In lieu of the compensation adjustment, it is recommended that the City's Purchasing Policies and Procedures be amended to address the ability to be reimbursed for travel expenses, specifically, mileage reimbursements. Section IX of the City's Purchasing Policies and Procedures reiterates the City's commitment to encouraging attendance at training, meetings and local and regional conferences and participation in community outreach efforts because of the benefits to the City of attendance by both the City Council and staff. The expense of such attendance, upon the proper approval, shall be borne by the City.

As stated above, in June 2006, the Policies were amended to include expense reimbursement provisions for members of the legislative body, pursuant to Assembly Bill No. 1234. The 2006 amendment to the Policies added language that articulates that City Councilmembers and Commissioners may be reimbursed for actual and necessary traveling expenses incurred in the performance of official duties. This may include, but not be limited to, the reimbursement for mileage where personal vehicles are used in the performance of those duties.

California Government Code Section 1223 states that:

When traveling expenses are allowed by law to any state, county, judicial district, or city officer, he may contract with the appropriate authorities for an allowance or mileage rate for the use of vehicles owned or rented and used by him in the performance of duty, in lieu of the usual transportation charges.

It is anticipated that City Councilmembers will utilize their own personal vehicles for city related work, incidental and local use on a fairly routine basis. Automobile allowances are intended to reimburse Councilmembers for that incidental use of their personal vehicles. Local use is considered any driving distance not greater than 20 miles from City Hall. All other eligible, travel related expenses are subject to reimbursement pursuant to the provisions outlined in the Purchasing Policies and Procedures.

In order to memorialize the use of this provision, and allow for the effective and efficient reimbursement of travel expenses, it is recommended the City's Purchasing Policies and Procedures be amended to reflect the language contained in Government Code Section 1223. Specifically, this action would enable Councilmembers to contract for an automobile allowance rather than seeking mileage reimbursement and would be in lieu of an increase in the amount of monthly compensation, as otherwise allowed by legislation.

It is recommended that the language include an amount not to exceed \$150 per month, per Councilmember. If a Councilmember chooses not to contract for the allowance, then his/her travel expenses would remain subject to the provisions for reimbursement, as currently outlined in the Purchasing Policies and Procedures. The amount of \$150 represents the difference between the current Councilmember monthly compensation and the amount presently allowed by



2. Reimbursement shall not be made for any personal expenses such as, but not limited to: entertainment, barbering, etc.
3. Except as otherwise provided in this policy, expense reimbursements shall be made on an actual cost basis.
4. All travel related expenses shall be recorded on an expense report form provided by the Finance Department within 30 days and maintained as a public record. Members of the City Council shall provide a brief report on meetings attended, at the expense of the City, at the next regularly scheduled City Council meeting during the segment dedicated to Councilmember business. Members of Commissions shall provide a brief report on meetings attended, at the expense of the City, at the next regularly scheduled meeting of the respective Commission.

Transportation Modes

1. The general rule for selection of a mode of transportation is that mode which represents the lowest expense to the City.
2. **Travel via Private Automobile:** Reimbursement for use of privately owned automobiles to conduct City business shall be at the rate of \$0.485 per mile.

Reimbursement at this rate shall be considered as full and complete payment for actual necessary expenses for the use of the private automobile, insurance, maintenance, and all other transportation-related costs. The City does not provide any insurance for private automobiles used on City business. The owner of an automobile is responsible for the personal liability and property damage insurance when the vehicle is used on City business.

3. *When traveling expenses are allowed by law to any city officer, he/she may contract with the appropriate authorities for an allowance or mileage rate for the use of vehicles owned or rented and used by him/her in the performance of duty, in lieu of the usual transportation charges. Councilmembers may contract for an allowance in an amount not to exceed \$150 per month.*

It is anticipated that City Councilmembers will utilize their own personal vehicle for city related work, incidental and local use on a fairly routine basis. Automobile allowances are intended to reimburse Councilmembers for that incidental use of their personal vehicles. Local use is considered any driving distance not greater than 20 miles from City Hall. All other eligible, travel related expenses are subject to reimbursement pursuant to the provisions outlined in the Purchasing Policies and Procedures.

4. **Travel via Air:** When commercial aircraft transportation is approved, the travel shall be at the lowest rate available, including tax and security surcharges.