

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VACAVILLE
ADOPTING EXPENSE REIMBURSEMENT POLICY

WHEREAS, the City of Vacaville takes seriously its stewardship over the use of its limited public resources by its officials; and

WHEREAS, public resources should be used by such officials when there is a benefit to the City; and

WHEREAS, such benefits include, but are not limited to:

1. Communicating with representatives of regional, state and national government on City-adopted policy positions and/or other matters of community concern;
2. Attending educational seminars designed to improve officials' skill and information levels;
3. Participating in regional, state and national organizations whose activities affect the City's interests;
4. Promoting public service and morale by recognizing such service on the part of City employees, members of the community, and/or other individuals;
5. Attending events that affect the City's interests;
6. Promoting or implementing a strategy for attracting or retaining businesses and other development to the City; and
7. The performance of such other official duties that affect the City's interests.

WHEREAS, this policy provides guidance to City officials on the use and expenditure of City resources, as well as the standards against which those expenditures will be measured; and

WHEREAS, this policy supplements the definition of actual and necessary expenses for purposes of state laws relating to permissible use of public resources; and

WHEREAS, this policy also supplements the definition of necessary and reasonable expenses for purposes of federal and state income tax laws.

NOW, THEREFORE, BE IT RESOLVED:

I. Application of Policy

This policy applies to members of the City of Vacaville’s “legislative body”, as that phrase is defined in Section 54952 of the California Government Code.

II. Authorized Expenses

The following types of occurrences generally constitute the performance of official duties for which members of the City’s legislative body may receive reimbursement, so long as the other requirements of this policy are met:

1. Communicating with representatives of regional, state and national government on City-adopted policy positions and/or other matters of community concern;
2. Attending educational seminars designed to improve officials’ skill and information levels;
3. Participating in regional, state and national organizations whose activities affect the City’s interests;
4. Promoting public service and morale by recognizing and honoring such service on the part of City employees, members of the community, and/or other individuals;
5. Attending events that affect the City’s interests;
6. Promoting or implementing a strategy for attracting or retaining businesses and other development to the City; and
7. The performance of such other official duties that affect the City’s interests.

III. Vehicle Allowance

Inasmuch as members of the City Council are expected to provide their own transportation on a regular basis for the performance of their official duties as described above, the following maximum fixed expense payments are hereby authorized and allowed pursuant to California Government Code Section 1223 in lieu of the usual transportation charges:

Mayor’s Fixed Monthly Vehicle Allowance:	\$525.00
Vice-Mayor’s Fixed Monthly Vehicle Allowance:	\$325.00
Councilmembers’ Fixed Monthly Vehicle Allowance:	\$250.00

IV. Travel Expenses

All travel expenses for training, conferences and overnight travel, including but not limited to, transportation, lodging and meals, shall be documented and reimbursed in accordance with the City's Travel Policy, as amended by this Resolution, and the City's existing Travel Expense Statement, attached hereto and incorporated herein by reference.

V. Other Expenses

All other expenses shall be documented and reimbursed in accordance with the City's Monthly Business Expense Statement, as amended by this Resolution, attached hereto and incorporated herein by reference.

VI. Public Reporting of Expenditures

City officials shall provide brief written reports on meetings attended by them at City expense at the next regular meeting of the City Council. If multiple officials attended, a single or joint report may be made. For the purpose of this requirement, the term "meeting" shall have the same meaning as specified in subdivision (a) of California Government Code Section 54952.2, i.e., regular or special meetings subject to the California Ralph M. Brown Act.

I HEREBY CERTIFY that the foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Vacaville, held on the 13th day of December, 2005, by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

Michelle A. Thornbrugh, City Clerk