



# *Camarillo City Council*

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## **AGENDA REPORT**

Date: November 13, 2024

To: Honorable Mayor and City Councilmembers

From: Greg Ramirez, City Manager

Submitted by: Mark Uribe, Finance Director

Subject: Amendment to City Council Policy 1.03 Reimbursement of Travel Expenses for Elected and Appointed Officials

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### **BACKGROUND**

City Council Policy 1.03 outlines the established guidelines for seeking reimbursement of expenses for elected and appointed officials.

The policy was originally adopted in March 1989, and last amended in April 2024 to provide greater clarity on eligible activities and authorized expenses.

On September 26, 2024, staff presented the Policy Committee with a draft redline of the recommended changes to Policy 1.03. The committee asked staff to bring back comparisons from surrounding areas of the amendments to the policy.

On October 29, 2024, staff presented to the Policy Committee with comparisons from the surrounding areas. The committee requested that the recommended revisions to Policy 1.03 be forwarded to the City Council for approval.

### **DISCUSSION**

Staff has recently reviewed City Council Policy 1.03 with the goal of adding language to meet the sustainable travel initiatives. Staff is recommending editorial and content changes to the policy to update language. The primary recommended revision is adding sustainable travel initiatives to comply with the Sustainability Master Plan for Municipal Operations (SMP). Furthermore, the cost guidelines for meals, including beverage and tip, shall be the United States General Services Administration (GSA) daily rate for the traveler's location.

### **FISCAL IMPACT**

Funds for description of expenditure are included in the budget.

**RECOMMENDATION**

Adopt the amendments to City Council Policy 1.03 Reimbursement of Travel and Expenses for Elected and Appointed Officials.

**ATTACHMENTS**

1. Policy 1.03 Reimbursement of Travel and Expenses for Elected and Appointed Officials (Redline)

**REFERENCE MATERIALS – AVAILABLE FOR REVIEW AT CITY HALL**

None