



Camarillo City Council

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 2.05 Travel Expense Reimbursement

BACKGROUND

City Council Policy 2.05 establishes the authorization, attendance and reimbursement of travel expenses for conferences, meetings and training seminars for all employees, except for those following City Council Policy 1.03, Reimbursement of Travel and Expenses for Elected and Appointed Officials.

The policy was originally adopted in December 1991, and last amended in May 2003.

On September 26, 2024, staff presented the Policy Committee with a draft redline of the recommended changes to Policy 2.05. 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 2.05 be forwarded to the City Council for approval.

DISCUSSION

Staff recently reviewed the Travel Expense Reimbursement Policy with the goal of adding language to meet the sustainable travel initiatives and to streamline the administrative process for travel. Staff recommends 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). Staff is also recommending that the per diem reimbursement be amended from \$55/daily to the mid-point rate established by the United State General Services Administrations (GSA) rate for California locations. Additional language has been added to clarify eligible travel reimbursements. Staff also identified additional revisions which

are primarily removing procedural language to be included in the internal procedures for implementing the policy.

FISCAL IMPACT

Funds for description of expenditure are included in the budget.

RECOMMENDATION

Adopt the amendments to City Council Policy 2.05 Travel Expense Reimbursement.

ATTACHMENTS

1. Policy 2.05 Travel Expense Reimbursement (Redline)

REFERENCE MATERIALS – AVAILABLE FOR REVIEW AT CITY HALL

None