



**CITY OF HEMET  
Hemet, California  
RESOLUTION NO. 4004**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY  
OF HEMET ESTABLISHING A REIMBURSEMENT  
POLICY FOR THE EXPENSES OF ELECTED AND  
APPOINTED OFFICIALS**

**THE CITY COUNCIL OF THE CITY OF HEMET DOES HEREBY RESOLVE AS  
FOLLOWS:**

**SECTION 1. FINDINGS.** The City Council of the City of Hemet ("City") finds as follows:

A. In addition to performing their day-to-day duties and responsibilities, it is in the best interests of the City that elected and appointed officials (hereinafter, "officials") remain informed and trained in activities, developments and professional trends affecting the affairs of the City and that attendance at institutes, hearings, meetings, conferences, or other gatherings is of value to the City and its citizens.

B. The City's officials include members of any legislative body (as defined in Government Code Section 54952(a), (b)) of the City (hereinafter "legislative body"), including the City Council, as well as the Planning Commission, Simpson Center Advisory Commission, Traffic and Parking Commission, Disaster Planning Commission, Parks Commission, Mobilehome Rent Review Commission, Library Board, and any other City-affiliated commission, committee, board or other body created by ordinance, resolution, or formal action of the City Council.

C. The City takes its stewardship over the use of its limited public resources seriously.

D. Public resources should only be used when there is a substantial benefit to the City, including:

1. Attendance and participation at meetings of the official's legislative body or at meetings of an advisory body of the legislative body.
2. Attendance and participation at meetings of any body or organization to which the official has been appointed by the official's legislative body or at which the official serves as a designated representative of the City.
3. Communicating with constituents on matters within the jurisdiction of the official's legislative body.
4. Attending community events as a representative of the City.

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- 5. Communicating with representatives of local, regional, state and national government on City matters, policy positions, or legislation that may affect the City.
- 6. Participating in local, regional, state and national organizations and entities whose activities affect City interests.
- 7. Attending seminars designed to improve officials' skill and information levels.

E. It is in the best interests of the City to adopt a policy to provide guidance to officials on the use and expenditure of City resources, as well as the standards against which those expenditures will be measured.

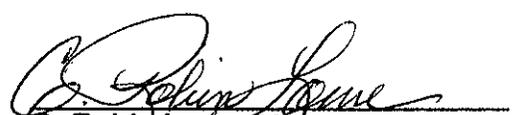
F. Government Code section 36514.5 allows the Mayor and City Councilmembers to be reimbursed for actual and necessary expenses incurred in the performance of their official duties.

G. The travel and expenses reimbursement policy adopted by this resolution is intended to and does satisfy the requirements of Government Code sections 53232.2 and 53232.3.

**SECTION 2. Adoption of Reimbursement Policy.** The "City of Hemet Reimbursement Policy for Elected and Appointed Officials" as set forth in Attachment "A," is hereby adopted, and will apply to all applicable requests for the reimbursement of expenses incurred after January 1, 2006.

**SECTION 3.** The City Clerk must certify to the adoption of this Resolution.

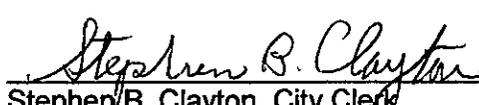
**PASSED, APPROVED, AND ADOPTED** this 14<sup>th</sup> day of March, 2006.

  
C. Robin Lowe, Mayor

APPROVED AS TO FORM:

  
Eric S. Vail, City Attorney

ATTEST:

  
Stephen B. Clayton, City Clerk

1 State of California )  
County of Riverside )  
2 City of Hemet )

3 I, Sarah McComas, Deputy City Clerk of the City of Hemet, do hereby certify that the  
4 foregoing Resolution is the actual Resolution adopted by the City Council of the City of Hemet  
and was passed at a regular meeting of the City Council on the 14<sup>th</sup> day of March, 2006 by  
the following vote:

5 AYES: Council Member VanArsdale, Vice Mayor Searl, and Mayor Lowe

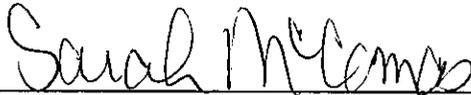
6 NOES:

7 ABSTAIN:

8 ABSENT: Council Member Christie, and Council Member Meadows  
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Sarah McComas, Deputy City Clerk

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**CITY COUNCIL RESOLUTION NO. 4004**  
**REIMBURSEMENT POLICY FOR ELECTED AND APPOINTED OFFICIALS**



## CITY OF HEMET

### Reimbursement Policy for Elected and Appointed Officials

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#### PURPOSE

To establish a policy for the reimbursement of expenses incurred by elected and appointed officials (hereinafter "officials") of the City of Hemet ("City") in the performance of City business. This Policy will be applicable to all elected or appointed members of any legislative body (as defined in Government Code Section 54952(a), (b)) of the City, including the City Council, Planning Commission, Simpson Center Advisory Commission, Traffic and Parking Commission, Disaster Planning Commission, Parks Commission, Mobilehome Rent Review Commission, Library Board and any other City-affiliated commission, committee, board, or other body created by ordinance, resolution, or formal action of the City Council.

#### POLICY

It is the policy of the City to reimburse actual and necessary expenses incurred by officials in the performance of City business.

#### A. Activities Eligible for Expense Reimbursement

Expenses incurred in connection with the following types of activities are eligible for reimbursement:

1. Attendance and participation at meetings of the official's legislative body or at meetings of an advisory body of the legislative body.
2. Attendance and participation at meetings of any body or organization to which the official has been appointed by the official's governing or legislative body or at which the official serves as a designated representative of the City.
3. Communicating with constituents on matters within the jurisdiction of the official's legislative body.
4. Attending community events as a representative of the City.

5. Communicating with representatives of local, regional, state and national government on City matters, policy positions, or legislation that may affect the City.
6. Participating in local, regional, state and national organizations and entities whose activities affect City interests.
7. Attending seminars designed to improve officials' skill and information levels.

Reimbursement for expenses incurred with respect to activities not authorized above require prior approval by the City Council or applicable legislative body.

B. Expenses Authorized for Reimbursement

1. Transportation. Transportation expenses incurred in connection with activities authorized under Section A of this Policy are subject to the following requirements:
  - a. Airlines and Other Commercial Carriers: Travel reimbursement is generally limited to coach class fare at government rates or group rates when available. Fares that are equal to or less than those available through the through the League of California Cities or the State of California ([www.catravelmart.com](http://www.catravelmart.com)) are presumed to be economical and reasonable for purposes of reimbursement. If rates comparable to those available through the League of California Cities or the State are either not available or the fare to the applicable destination is not specified by these sources, then fares that do not exceed the median retail price of the fares posted on websites like [www.expedia.com](http://www.expedia.com) or [www.travelocity.com](http://www.travelocity.com), or an equivalent service will be considered reasonable.
  - b. Automobile (Personal Vehicle): Travel using personal vehicles will be reimbursed at the IRS mileage rate in effect at the time.
  - c. Car Rental: Rental vehicles may be used if more economical and reasonable than other forms of transportation. Rental is generally limited to the most economical and reasonable mid-sized vehicle. Government rates or rental rates that are equal or less than those listed by the State of California ([www.catravelmart.com](http://www.catravelmart.com)) will be considered the most reasonable and economical for purposes of reimbursement. If government rates or rates comparable to those listed by the State are either not available or the State does not specify a rate for a particular location, then rental rates that do not exceed the median retail price of the rates posted on websites like [www.expedia.com](http://www.expedia.com) or [www.travelocity.com](http://www.travelocity.com), or an equivalent service will be considered reasonable.

- d. Taxis/Shuttles: Taxi or shuttle fares, when reasonable and necessary, will be reimbursed, including a 15% gratuity per fare.
2. Lodging. Lodging expenses incurred in connection with activities authorized under Section A of this Policy when travel requires an overnight stay are subject to the following requirements:
    - a. Officials must use government or group rates for lodging when available.
    - b. If lodging is in connection with a conference or organized activity, lodging expenses must not exceed the maximum group rate published by the conference or activity sponsor if such rate is available at the time of booking.
    - c. If group or government rates are not available, lodging rates that do not exceed the median retail price for lodging in the area listed on websites like [www.hotels.com](http://www.hotels.com) or an equivalent service will be considered reasonable.
  3. Meals. Meal expenses incurred in connection with activities authorized under Section A of this Policy will be reimbursed at the applicable IRS meal rates in effect at the time.
  4. Miscellaneous Expenses. Actual and necessary miscellaneous business expenses, as defined by the IRS and incurred in connection with activities authorized under Section A of this Policy, may be reimbursed.

C. Reporting

1. Report Forms. Officials shall submit their expense reports within 30 calendar days after the end of the month in which the expense was incurred, accompanied by receipts documenting each expense. In no event may a request for reimbursement be submitted later than the close of the fiscal year in which the expense was incurred absent exigent circumstances.
2. Reports to City Council, Board, or Commission. Each official must briefly report, subject to the Brown Act, on outside meetings that are attended at public expense at the next regular meeting of the official's legislative body. If multiple officials attended such a meeting, a joint report may be made.
3. Expense Reports As Public Records. All expense reports of officials and City reimbursement expenditures are public records subject to disclosure under the Public Records Act and other applicable laws.