

**CITY OF MONROVIA**

**HUMAN RESOURCES DEPARTMENT**

**DATE:** May 8, 2003  
**TO:** Mayor and Council members  
**FROM:** Theresa St. Peter  
Director of Human Resources & Risk Management  
**SUBJECT:** Council Expense Policy

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At the February 11, 2003 City Council meeting, Council member Adams requested Staff to research and prepare an administrative policy regarding City Council expenditures.

An Administrative Policy addressing Council expenses was adopted in 1996. Recently, Council has requested that staff review the policy to clarify appropriate use of these funds as well as limitations placed on each Council member for such use

The surrounding San Gabriel Valley cities were contacted. City representatives were asked how their respective cities handled paying for council members attendance at conferences or travel for a city-related matter such as meeting with representatives in Sacramento or Washington D.C.

Most cities have staff make all hotel and airline reservations for their council members. With regard to paying for incidentals such as meals and parking, the responses were mixed. A number of cities reimburse council members based on receipts submitted while others provide a per diem amount with no receipts required.

For those cities that provided per diem, it ranges from \$30 to \$75 per day. Some cities providing the per diem still require that receipts be submitted to verify the per diem amount provided. Some cities also vary the amount provided for per diem based on the location of the travel (e.g., San Francisco is generally considered to be more expensive than Sacramento). A few of the cities also deduct from the per diem any meals provided as part of the conference/meeting. As these various approaches demonstrate, providing a per diem does not provide a simple solution to the issue.

The City of Monrovia's practice has been to provide reimbursement based on receipts submitted. Staff recommends that we continue with this approach. This provides the level of accountability Council seems to want to provide the public while allowing for variations such as meals provided as part of a registration for an event and variations based the cost of meals in different locations.

Staff also recommends adding language to the Expense Policy specifically indicating that each Council member has a specified limit on reimburseable funds available to them to avoid exceeding individual budgets. Additionally, any travel outside the continental United States would require approval of the full Council. Further, all City Council expenditures will be available to the public at the City Clerk's Office.

Accountability to the public is an important component of public service and the more information that can be provided to our citizens the better.

This amendment to the Current Council Expense Policy has no fiscal impact, as no additional funding is required.

Staff recommends that City Council adopt this revision to Administrative Policy 1 26, Council Expense Policy.

SUBJECT Council Health Care and Expenses Policy  
EFFECTIVE DATE January 23, 1996  
REVISED DATE April 5, 2003

I Policy Objective:

To provide guidelines for the allocation and use of funds to be used by Council members for travel and/or reimbursement for Council-related functions

II Authority

Chapter 2, Section 2 04 050 of the Monrovia Municipal Code

III Assigned Responsibility

City Manager, Administrative Services Director

IV. Applicability

City Council

V General Policy

The purpose of this policy is to identify the amount of resources available for Council members to pay for expenses related to health insurance and services performed on behalf of the community. In addition, this policy sets forth the procedures and requirements for effective administration of Council-related reimbursement activities.

As part of the budget adoption process, the City Council shall establish the amount of funds, per member, to be used to cover Council-related expenses. This sum could be used for any combination of the following:

- A Council-related travel as long as it is consistent with the criteria set forth below
- B. Reimbursement for Council-related attendance at local functions related to Monrovia.
- C Transfer for use in other City programs or departments

VI Expense Allowance:

Each Council member shall be allocated ten thousand dollars (\$10,000) each fiscal year to be utilized in accordance with the provisions of this policy. A Council member shall not be reimbursed for any expenditures in excess of this amount unless another Council member indicates he/she will provide the necessary reimbursement from his/her remaining allocation

VII. Travel Procedures:

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- A The criteria for Council-related travel is as follows
  - 1 Direct benefit to the City of Monrovia.
  - 2. Indirect benefit to the City of Monrovia, yet having direct influence on national or state public policy.
  - 3 Education and training of Council member for greater effectiveness.
  - 4 Travel to a location outside of the continental United States requires the approval of the full Council
- B. The mode of travel to and from City-related conferences is a matter of individual choice, keeping in mind the prudent use of taxpayers' funds. Special discount rates should be used where possible, including League of California Cities discounts.
- C All Council-related travel or local function attendance must be paid for on an actual cost basis only. There will be no lump sum payments. Appropriate and reasonable expenses related to the cost of local transportation (airport shuttle, taxis, etc ) shall be reimbursed by the City
- D In situations where hotel accommodations are required, reservations shall be made for a moderately priced room in a quality hotel. "Government Rates" should be asked for, if available. The City shall reimburse hotel expenses for the period of one night before through the end of the scheduled activity
- E The City shall reimburse the cost of reasonable individual meal and incidental expenses incurred during a City-related activity.
- F. Entertainment expenses resulting from receptions, dinners or events that continue the professional contact process shall be reimbursable. Expenses from "pure" entertainment activities (i.e. sporting events) shall not be reimbursable by the City
- G There will be no reimbursement for Council members' spouses for either Council-related travel or local functions

H Reimbursement for expenses (net of advances) incurred shall be made after the submittal of an "Individual Expense Report." Documentation, including receipts and invoices, are to accompany the expense report

VIII Reimbursement for Council-Related Attendance at Community Functions

This policy allows Council members to be reimbursed for attendance at community, charitable non-profit events where Council members are expected to appear as a matter of course Political or private for profit events are not reimbursable.

IX Transfer for Use in Other Departments.

Council members who do not fully expend their allocation for the uses listed above may transfer such unused funds to the City department of their choice to be used to advance any City program of the Council member's choice

X Policy Adoption, Changes and Updates.

This policy shall be reviewed annually by the City Manager and Administrative Services Director to ensure its compatibility with current laws and budget actions

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City Manager