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WHEREFORE, this Resolution is passed, approved and adopted this 28th day of July, 2015.


DEBORAH ROBERTSON, Mayor

ATTEST:

Barbara McGee
BARBARA McGEE, City Clerk

APPROVED AS TO FORM:


FRED GALANTE, Esq., City Attorney

1 STATE OF CALIFORNIA)
2 COUNTY OF SAN BERNARDINO) ss
3 CITY OF RIALTO)

4 I, Barbara McGee, City Clerk of the City of Rialto, do hereby certify that the foregoing
5 Resolution No. 6789 was duly passed and adopted at a regular meeting of the City Council of the City of
6 Rialto held on the 28th day of July, 2015.

7 Upon motion of Council Member O'Connell, seconded by Council Member Scott, the foregoing
8 Resolution No. 6789 was duly passed and adopted.

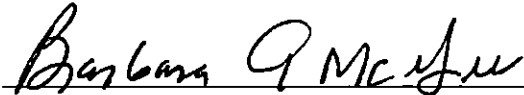
9 Vote on the motion:

10 AYES: Mayor Robertson, Council Members: Baca Jr., Palmer, O'Connell, Scott

11 NOES: None

12 ABSENT: None

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14 IN WITNESS WHEREOF, I have hereunto set my hand and the Official Seal of the City of
15 Rialto this 5th day of August, 2015.

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18 BARBARA McGEE, CITY CLERK
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Exhibit "A"

[See Travel Reimbursement Policy following this page]

CITY OF RIALTO
RIALTO UTILITY AUTHORITY
RIALTO HOUSING AUTHORITY
CITY OF RIALTO, AS SUCCESSOR TO RIALTO REDEVELOPMENT AGENCY

TRAVEL REIMBURSEMENT POLICY

1. PURPOSE

The City of Rialto, or its respective agencies, including Rialto Utility Authority, Rialto Housing Authority or City as Successor Agency to the former Rialto Redevelopment Agency, as applicable, (collectively, "City") shall reimburse expenditures incurred only in the course of official and authorized City business. Expenses incurred in connection with the following types of activities generally constitute authorized expenses; provided other applicable requirements of this policy, or other City policies, are also met:

- a. Communicating with representatives of local, regional, state and/or national government on City-related issues;
- b. Attending educational seminars designed to improve skills, knowledge and information levels;
- c. Participating in local, regional, state and/or national organizations whose activities affect City interests;
- d. Recognizing service to the City or community;
- e. Attending community events or participating in the events of local nonprofit, service or philanthropic organizations;
- f. Meetings with representatives of local organizations, charitable groups, religious affiliations or intergovernmental agencies to discuss matters affecting the interests of the City;
- g. Implementing a City approved strategy for attracting or retaining business to the City; and
- h. Meetings with City consultants, contractors, advisors, agents, legal counsel, etc. to discuss matters of importance to the City.

2. APPLICABILITY

This policy shall apply to all persons incurring expenses during official City business and/or while acting on behalf of the City for which reimbursement is sought.

This includes, but is not limited to, members of the City Council/Rialto Utility Authority Board/Rialto Housing Authority Board, City Commissions, Committees, ad hoc/blue ribbon committees, (hereinafter "officials"); City non-legislative appointees (hereinafter "appointees"); and staff members, employees, volunteers, and additionally designated individuals of the City Council or City Manager (hereinafter "employees"). The City Council/Rialto Utility Authority Board/Rialto Housing Authority Board, as applicable, (collectively "City Council") shall make the final decision regarding compliance with this policy for "officials" and "appointees," and for "employees" the City

Administrator shall make such decision.

3. APPROVAL AUTHORITY

All expenses for conferences and related events for officials approved by the City Council in its annual budget ("Officials' Conference Budget") shall not require further City Council action for approval. Additionally, travel by officials, which aids in existing litigation or the pursuit of a Council legislative policy, is authorized within the limits of this Policy; provided that the City Administrator shall inform the entire Council by email or other written form of such travel and related details.

For all other travel and related expenses not included in the Officials' Conference Budget, for existing litigation or to pursue the Council's legislative policy, the City Council shall decide all requested expenditures before the expense is incurred pursuant to this policy for "officials" and "appointees," based on a detailed staff report provided at an open session of the City Council, and for "employees," the City Administrator shall make such decision. For officials and appointees, if actual expenses exceed the approved amount due to unanticipated costs, (i.e. parking, taxi, hotel or flight change costs), then a memorandum must be distributed within 10 business days of the trip advising the Council of the overage and reported on the next Council's Consent Calendar. Travel related to litigation or pursuit of Council legislative policy shall also be reported on the next Council Consent Calendar, except that nothing in this Policy shall require disclosure of confidential details of any such travel.

4. NON-REIMBURSABLE

Examples of expenses incurred that the City will not reimburse include, but are not limited to, the following:

- a. The personal portion of any trip;
- b. Political or charitable contributions or events;
- c. Family expenses, including partner's expenses when accompanying officials, appointees or employees on City-related business, as well as children or pet-related expenses;
- d. Entertainment expenses, including movies, sporting events, or other cultural events;
- e. Non-mileage personal automobile expenses, including repairs, traffic/parking citations, insurance or gasoline; and
- f. Personal losses incurred while on City business.
- g. In-state travel costs in excess of \$2,500 and out of state travel costs in excess of \$3,000, without prior Council approval.

Any questions regarding a particular type of expense should be resolved by the approving authority before the expense is incurred.

5. COST CONTROLS

To conserve City resources and keep expenses within community standards, expenditures should adhere to this policy. In the event that expenses are incurred which exceed this policy, the cost borne or reimbursed by the City will be limited to the costs that fall within this policy, unless previously approved otherwise or provided for otherwise in this policy, by the approving authority.

6. TRANSPORTATION

The most economical mode and class of transportation reasonably consistent with scheduling needs, and cargo space requirements must be used, using the most direct and time-efficient route. Government and/or group rates must be used when available.

- a. **Airfare.** Coach class priced on round-trip purchase; or one-way (both directions) whichever is most cost effective. Business class on Southwest Airlines shall be allowable if needed to allow for flexibility in travel plans. Every attempt should be made to secure advance pricing.
- b. **Automobile.** Automobile mileage will be reimbursed based on the City employment system/personnel policies resolution presently in effect. These rates are intended to compensate the driver for gasoline, insurance, maintenance and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable, when necessarily incurred. Mileage reimbursement will not be paid for rental vehicles or the use of City vehicles; only receipted fuel expenses will be reimbursed. For appointees who are assigned the use of City-owned vehicles it is preferred that the City-owned vehicle is used for travel. No mileage reimbursement will be provided if appointed official chooses to use their personal vehicle in lieu of their City-owned vehicle.
- c. **Car Rental.** Economy, compact or mid-sized rentals only. If several officials and/or employees are sharing a car rental, a larger size may be appropriate. Applicable loss damage waiver insurance is encouraged. Attempts should be made to acquire the lowest rate through competitive shopping and advance reservations. Car rentals may be considered an alternative to airfare or mileage reimbursement where the cost of airfare or mileage equals or exceeds the cost of car rental.
- d. **Taxis/Shuttles.** Taxis or shuttle fares may be reimbursed, including a gratuity not to exceed 15 percent per fare, when the cost of such fares are equal to or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.
- e. **Parking.** Parking fees, including those incurred in connection with parking at or near an airport in connection with airplane travel, shall be reimbursable. City officials and/or employees shall endeavor to park at facilities that charge competitive fees.

7. LODGING

Lodging expenses will be reimbursed or paid for, when travel on official City business reasonably requires an overnight stay.

- a. **Conference/Meetings.** If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking. If the group rate is not available, see below.
- b. **Other Lodging.** Travelers must request government rates, when available. A listing of hotels offering rates in different areas is available through the State of California's "Lodging Guide Program." Lodging rates that are equal to or less than government rates are presumed to be reasonable and reimbursable for purposes of this policy.

. In the event that government rates are not available, lodging rates that do not exceed \$300 per night, inclusive of taxes and fees, are presumed reasonable and, hence, reimbursable. A premium allowance for travel in the premium market cities of San Francisco, Washington DC, Downtown Los

Angeles and San Diego is allowable up to \$400 per night. In unique circumstances, the City Administrator, or City Council as applicable, may approve the reimbursement of reasonable lodging costs that exceed the standards above. Additionally, where expenses otherwise comply with this Policy, but exceed the maximum amounts provided herein due to the delay in booking to allow for City Council approval, increased costs of up to 10% for such delay shall be reimbursable.

The maximum lodging amount will be annually adjusted to reflect changes in the cost of living in accordance with statistics published by the United States Department of Labor, Bureau of Labor Statistics Consumer Price Index, all urban consumers for the Los Angeles Metropolitan Area.

8. MEALS

Meal expenses and associated gratuities will be reimbursed at a maximum rate of established under the annually-published United States General Services Administration (USGSA) rate table by location. Meals expenses shall not generally be reimbursable when already provided as part of the conference, unless the meal is related to a legitimate City purpose, such as to meet with other government officials, such as state or federal legislators, concerning City business.

9. TRAVEL-RELATED TELEPHONE/FAX/CELLULAR/INTERNET USE

Individuals subject to this policy will be reimbursed for actual telephone, fax, cellular and internet expenses incurred on business upon submission of a photocopy of the bill (with personal information redacted.) Telephone bills should identify which calls were made on City business. For cellular calls when the official, appointee or employee has a particular number of minutes included in their plan, the official, appointee or employee shall identify the percentage of calls made on public business and pro rate the bill accordingly. Cellular telephone expenses will not be reimbursed for individuals who receive a City cellular telephone stipend or use a City-issued cellular telephone. Any internet charges imposed by the hotel should be included on the final receipt or invoice of the hotel.

10. OTHER

Reasonable baggage handling fees and gratuities of up to 15 percent will be reimbursed. Airline-charged baggage fees are included as total flight costs. Expenses for which City officials, appointees or employees receive reimbursement from another agency are not reimbursable.

11. CASH ADVANCES

From time to time, it may be necessary for an official, appointee or employee to request a cash advance to cover anticipated expenses while traveling or doing business on behalf of the City. Such request must be submitted to the approving authority prior to the need for the advance with the following information:

- a. The purpose of the expenditure(s);
- b. The benefits of such expenditure(s) to the City;
- c. The anticipated amount of the expenditure(s) (i.e., hotel rates, meal costs, and transportation expenses); and
- d. The date(s) of the expenditure(s).

Any unused cash advance must be returned to the City treasury within five (5) business days of the official's, appointee's or employee's return. Expense reports and receipts documenting how the advance was used in compliance with this reimbursement policy shall be submitted as set forth in this policy.

12. TRAVEL-RELATED CREDIT CARD USE

Holders of City issued credit cards may use the City credit card for such purposes as provided herein and other applicable City policies. Receipts documenting expenses incurred on the City credit card and in compliance within this policy must be submitted as set forth below.

13. EXPENSE REPORT CONTENT AND SUBMISSION DEADLINE

All cash advance expenditures and expense reimbursement requests must be submitted on an expense report form provided by the City. Expense reports must document that the expense in question met the requirements of this policy.

Officials, appointees and employees must submit their expense report within thirty (30) days of an expense being incurred, accompanied by receipts documenting each expense. Inability to provide such documentation in compliance with this policy may result in the reimbursement request being denied.

14. AUDITS OF EXPENSE REPORTS

All expenses are subject to verification that they comply with this policy.

15. REPORTS TO LEGISLATIVE BODY

At the next regular City Council meeting or regular meeting of the respective legislative body following the incurring of the expense, each official shall briefly report to their respective legislative body on the meeting(s) attended at the City expense. If multiple officials attended, a joint report may be made. Meetings shall have the meaning as defined in Government Code section 53232.

16. COMPLIANCE WITH THE LAWS

Officials, appointees and employees should recognize that some expenditures may be subject to reporting under the Political Reform Act and/or other laws or may be prohibited altogether. All City expenditures are public records subject to disclosure under the Public Records Act.

17. VIOLATION OF THIS POLICY

Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following:

- a. Loss of reimbursement privileges;
- b. A demand for restitution to the City;
- c. The City reporting the expenses as income to county, state and/or federal authorities;
- d. Prosecution for misuse of public resources;
- e. Disciplinary action, up to and including termination, where applicable, dependent upon severity and frequency.

18. ENFORCEMENT AUTHORITY

It shall be the duty and responsibility of the City Council to enforce the provisions of this policy as respects officials and appointees. It shall be the duty and responsibility of the City Administrator to enforce the provisions of this policy as respects employees.