

PART A
ORIENTATION

A1. Councilmember Salaries

Government Code Section 36516 authorizes the Council to establish salaries for members of the City Council. The current salary is \$600 per month for each Councilmember and \$800 monthly for the Mayor, in recognition of the numerous ceremonial duties and other extra obligations carried out by the incumbent of the Mayor's Office. Government Code Sections 36516, 36516.1, 36516.5; Lompoc City Code Section 201.1.

A2. Expenses and ~~Allowances~~ Advances

~~Each Councilmember receives a monthly vehicle allowance of \$150; the Mayor's vehicle allowance is \$200 per month. This allowance is included in regular paychecks and compensates members for travel of 100 miles or less per round trip on official business of Council, boards, agencies, and other bodies requiring the member's participation.~~

~~In addition, mileage reimbursement is authorized for any City business travel exceeding 100 miles round trip, and should be requested on a petty cash or travel expense form. Reimbursement is at the rate established by the Internal Revenue Service for business travel (currently 34.5 cents per mile), to a maximum equal to the total cost of the most economical airfare and necessary ground transportation to the same destination.~~

~~Council/Agency members are reimbursed for actual and necessary expenses of travel, meals, and incurred lodging incurred in the performance of official duties. Actual and necessary expenses incurred in connection with the following types of activities generally constitute authorized expenses: 1) communicating with representatives of regional, state, and national government regarding City business; 2) attending educational seminars designed to improve officials' skills and information levels and to maintain currency with professional education requirements; 3) participating in regional, state, and national organizations whose activities affect the City's interests; 4) attending official events of other cities, counties, and public agencies; 5) implementing a City-approved strategy for attracting or retaining business to the City of Lompoc; 6) such other expenditures approved in advance by the City Council; and 7) attending outside agency meetings, including but not limited to, Northern California Power Agency, Transmission Agency of Northern California, Santa Barbara County Air Pollution Control District, Santa Barbara County Association of Governments, and League of California Cities.~~

~~Reimbursement is at the current rate established by the Internal Revenue Service for business travel (44.5 cents per mile for 2006), to a maximum equal to the total cost of the most economical airfare and necessary ground transportation to the same destination. Because the actuality and necessity of the claimed expenses must be capable of verification, flat rate expense accounts are not permitted. Council/Agency members shall log their mileage for official City business travel, noting the destination, meeting or purpose of travel, date, and odometer reading of each official trip. Council/Agency members shall promptly submit completed mileage report to the Administration Office for mileage reimbursement at the end of each month. Government Code Sections 36514.5, 53232.2; Health and Safety Code Section 33114; *Albright v. City of South San Francisco*, 118 Cal.Rptr. 901 (1975).~~

A12. Trips, Meetings, and Travel

Official City travel, both in-state and out-of-state, shall be limited to as few representatives as possible; the least expensive airfare shall be obtained and used; if ~~driving~~ a personal automobile is driven to and from the meeting/conference/seminar, a per-mile reimbursement rate equal to the currently existing federal standard will apply (~~34.5- 44.5~~ cents per mile in ~~2004 2006~~); meal costs shall be reimbursed to a maximum of \$35.50 per day; and no reimbursement shall be allowed for costs of entertainment. In extremely high cost cities, meal ~~allowance~~ advance may be increased to \$60 per day with approval from the City Administrator. Council/Agency member should request the government or group rate for lodging. Lodging in connection with conferences, may not exceed the maximum group rates published for the conference. If government or group rates are not available, hotel rates that do not exceed \$175 per night (not including tax) are reimbursable, up to \$300 per night (not including tax) for extremely high cost cities, with prior approval from the City Administrator. Council/Agency member shall submit completed Travel Request and Expense Report Form for reimbursement to City Administration Office not later than thirty (30) days following his/her return.

At the first regular scheduled meeting following his/her return, Council/Agency members shall give a brief oral and/or written report on meetings attended at City expense. If several officials attended, a joint report may be prepared. (If necessary, the City Attorney should be consulted regarding Brown Act issues implicated in preparation of a joint report.)

The City Administrator is authorized to approve out-of-state travel for City employees.

Councilmembers traveling out-of-state on official City business will ask the City Administrator to determine if the proposed travel expenses fall within the existing budget. Notice of the Councilmember's intent to travel out-of-state will be provided as an information item at the earliest possible Council meeting. ~~A brief oral and/or written report offering a summary of the business conducted at the out-of-state meeting/conference/seminar will be provided to the Council and the public at the first or section Council meeting after the traveling Councilmember's return.~~

The Mayor is authorized to approve unexpected out-of-state travel for Councilmembers and that event should be reported back to the Council at a subsequent meeting as an informational item. Councilmembers shall notify colleagues when out of town on City business. ~~*Please see Appendices One and Two. If this Handbook and an Appendix conflict, the text of this Handbook shall control.*~~