



OFFICE OF THE
CITY MANAGER

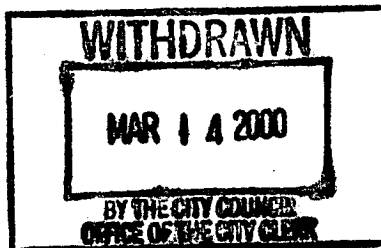
CITY OF SACRAMENTO
CALIFORNIA

CITY HALL
ROOM 101
915 I STREET
SACRAMENTO, CA
95814-2684

PH 916-264-5704
FAX 916-264-7618
TDD (ONLY) 916-264-7227

February 25, 2000

City Council
Sacramento, California



Honorable members in session:

SUBJECT: IN-LIEU PER DIEM ALLOWANCE FOR CITY COUNCIL MEMBERS

LOCATION: Citywide

RECOMMENDATION:

Staff recommends that the City Council adopt an in-lieu per diem allowance of \$250.00 for City Council members who travel on city business.

CONTACT PERSON: Gus Vina, Finance/Budget Manager, 264-7138

FOR MEETING OF: March 14, 2000

SUMMARY

On occasion, City Council members are requested to travel with staff in support of specific issues relating to city business (typically, lobbying efforts). Several City Council members are otherwise employed and must use vacation or other leave time or forego compensation from their employer when travelling on official city business. This policy would prevent Council members from incurring personal expense.

COMMITTEE/COMMISSION ACTION: None

BACKGROUND

City Council members are part-time elected officials who are currently not paid an in-lieu per diem when they travel on behalf of the City. On occasion, Council members must use vacation time or forego compensation from their regular employment when travelling on City business. This report establishes criteria by which City Council members could be paid \$250 per day if they must use vacation or other leave time or forego compensation. SAFCA adopted an in lieu per diem of \$215 in April 1998 for SAFCA Board members who travel to Washington, D.C. on SAFCA business.

**City Council
In-Lieu Per Diem Allowance for City Council Members
February 29, 2000**

Criteria:

1. Represent the city on official city business as determined by the City Council
2. Not receiving in-lieu per diem from another agency
3. Compensation request approved by the Mayor or Vice Mayor

A compensation request form is attached (Attachment A). Once the form is approved by the Mayor or Vice Mayor, it will be processed for payment.

FINANCIAL CONSIDERATIONS

The cost of this reimbursement will be included in the Mayor/City Council budget beginning in FY01. The cost is projected to be between \$8,000 to \$10,000 per year.

ENVIRONMENTAL CONSIDERATIONS

There are no environmental considerations associated with this report.

POLICY CONSIDERATIONS

This report would create a new policy. This policy would compensate City Council members who have to use vacation or other leave time or forego compensation from their regular employment when travelling on City business.

ESBD CONSIDERATIONS

There are no goods or services being purchased.

Respectfully submitted,



Betty Masouka, Deputy City Manager

RECOMMENDATION APPROVED:



Robert P. Thomas
City Manager

TRAVEL COMPENSATION REQUEST FORM

On March 14, 2000, the City Council passed Resolution 00-XXX establishing a daily allowance of \$250.00 payable to those City Council members who must either use vacation time or forego compensation from their regular employment when they travel on official city business.

_____ is requesting compensation
(Name of Individual)
for the following days:

Per Resolution 00-XXX, the Mayor or Vice Mayor shall approve this compensation request.

Daily compensation is approved for all days. _____

Daily compensation is approved only for day(s) checked. _____

Daily compensation is denied for all days. _____

Mayor, City of Sacramento

RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

RESOLUTION ESTABLISHING A DAILY IN-LIEU PER DIEM ALLOWANCE FOR CITY COUNCIL MEMBERS TRAVELLING ON CITY BUSINESS

WHEREAS, City Council members are part-time employees who are not currently paid a per diem when they travel on behalf of the City and

WHEREAS, City Council members are requested to travel with staff in support of specific lobbying issues and

WHEREAS, the use of vacation or other leave time or loss of regular compensation equates to incurring personal expense in the conduct of City business

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT:

1. The City of Sacramento hereby establishes a daily in-lieu per diem allowance which may be paid to City Council members required to travel on City business.
2. The daily allowance is \$250.00.
3. This allowance shall not be paid for travel on weekends or holidays.
4. The Mayor or Vice Mayor must approve all requests for payment.

MAYOR

ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____