



**City of Santa Ana**  
**20 Civic Center Plaza, Santa Ana, CA 92701**  
**Staff Report**  
**February 21, 2023**

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**TOPIC:** Proposed Resolution Adopting City Council Actual and Necessary Expense Policy Pursuant to City Charter Section 402 and Approving Reimbursement Request

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**AGENDA TITLE:**

Proposed Resolution Adopting City Council Actual and Necessary Expense Policy Pursuant to City Charter Section 402 and Approving Reimbursement Request

**RECOMMENDED ACTION**

1. Adopt a Resolution approving the Proposed City Council Actual and Necessary Expense Policy.
2. Approve reimbursement request not to exceed \$1,500.

**DISCUSSION**

The City has an Administrative Travel and Expense Reimbursement Policy that applies to employees and elected officials, which was updated in July 2021. The City also has policies and purchasing procedures providing guidance for the City Council on expenses and reimbursements related to office expenses and use of discretionary special events and sponsorships. The City does not, however, have a policy or procedure for the City Council to request reimbursement for actual and necessary expenses provided for in Section 402 of the City of Santa Ana City Charter. The City has received a request for reimbursement of an actual and necessary expense of under \$1,500 and this agenda item provides for the adoption of a policy and approval of the reimbursement request.

**Proposed City Council Actual and Necessary Expense Policy**

Section 53232.2(a) of the California Government Code authorizes local agencies to “reimburse members of a legislative body for actual and necessary expenses incurred in the performance of official duties. Section 53232.2(b) of the Government Code requires local agencies that make such reimbursements to “adopt a written policy, in a public meeting, specifying the types of occurrences that qualify a member of the legislative body to receive reimbursement of actual and necessary expenses.” Furthermore, Section 402 of the City of Santa Ana City Charter also authorizes reimbursement of actual and necessary expenses approved by adoption of a

Resolution. The proposed City Council Actual and Necessary Expense Policy (Exhibit 1) implements Section 402 of the City of Santa Ana City Charter. Adoption of the proposed Resolution will approve the proposed Policy.

**Approval of Actual and Necessary Safety Services Expenses**

Mayor Amezcua incurred expenses of under \$1,500 in relation to security services and a safety assessment. The City's current reimbursement policies and procedures are specific to office and travel expenses. However, Section 402 of the City Charter explicitly provides that members of the Council may be reimbursed for actual and necessary expenses so long as the reimbursement is approved by Resolution of the City Council. Adoption of the proposed Resolution will authorize reimbursement of up to \$1,500 provided that the necessary expense report and receipts are submitted to staff as required by the Policy.

**FISCAL IMPACT**

There are sufficient funds available for expenditure in the City Council – Contract Services-Professional account (01104012-62300) for FY 2022-23.

**EXHIBIT(S)**

1. Resolution

Submitted By: Steven Mendoza, Assistant City Manager

Approved By: Kristine Ridge, City Manager