

**RESOLUTION NO. 19-023**

**AMENDING COUNCIL POLICY NO. 000-2  
MEETING AND TRAVEL EXPENSE REIMBURSEMENT**

**FINDINGS**

1. Council Policy 000-2, *Meeting and Travel Expense Reimbursement*, should be amended to streamline travel reimbursement, set forth as policy travel reimbursement best practices while increasing accountability and necessity of meeting and travel expenses.
2. Best practices and application of the policies in the prior fiscal year indicate revisions to the policies are necessary to strengthen internal controls.
3. This action does not constitute a "Project" as that term is defined under the California Environmental Quality Act (CEQA) Guideline Section 15378, as it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE:**

1. The foregoing Findings are adopted by the City Council as though set forth in full.
2. Council Policy No. 000-2 is hereby approved, which by this reference is hereby incorporated as set forth in its entirety.
3. This Resolution shall take effect immediately following its adoption.

**PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE**  
this 4th day of September, 2019, by the following vote:

**AYES:** Mayor Peake, Councilmembers Amelio, Garfield, Huitt, McAdams, Smith, and Tomlinson

**NOES:** None

**ABSENT:** None

**APPROVED:**

*Bill Peake*

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**BILL PEAKE, Mayor**

ATTEST:

Dated: September 5, 2019

Sandra Kandell  
SANDRA KANDELL, CITY CLERK

APPROVED AS TO FORM:

Heidi Quinn Fox  
DAVID C. LAREDO, City Attorney