



City Council Regular Meeting Agenda

May 12, 2026 at 6:00 PM
Wheatland Community Center
101 C Street, Wheatland, CA 95692

City Council meetings are held in-person and are no longer available via ZOOM.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact City Hall at (530) 633-2761 or (530) 633-9102 (fax). Requests must be made as early as possible and at least one full business day before the start of the meeting.

1. OPENING MATTERS

1.1 Call to Order and Roll Call

1.2 Pledge of Allegiance to the Flag

2. PUBLIC COMMENT

At this time, the public is permitted to address the City Council on non-agendized items. Comments should not exceed three (3) minutes. In accordance with State Law, however, no action or discussion may take place on any item not appearing on the posted agenda. The Council may respond to statements made or questions asked or may request Staff to report back at a future meeting concerning the matter. Any member of the public may contact the City Clerk's Office related to the proper procedure to place an item on a future City Council agenda. The exceptions under which the Council may discuss and/or act on items not appearing on the agenda are contained in Government Code §54954.2(b) (1) (2) (3)

3. CONSENT CALENDAR

[3.1](#) Minutes - April 28, 2026

[3.2](#) Receive and File the Quarterly Investment Report for the Quarter Ended March 31, 2026

[3.3](#) Consideration and Adoption of Resolution Authorizing Extension of Expiration Dates of Bids for Regional Sewer Pipeline Project

3.4 Proclamation Honoring Former Mayor Robert Coe

4. PUBLIC HEARING

None.

5. PRESENTATIONS

None.

6. REGULAR CALENDAR

[6.1](#) Consideration and Adoption of Resolution Making an Appointment to Fill City Council Vacancy

[6.2](#) Consideration and Adoption of Resolution Approving Amendments to Wheatland Personnel Rules, Section 10 (Travel Policy)

7. REPORTS

8. CLOSED SESSION

8.1 Anticipated Litigation Update Pursuant to California Government Code Section 54956.9

City of Wheatland v. Roberts, et al. (Yuba County Sup. Ct.) No. CVED26-00275

City of Wheatland v. Royal Lands, et al. (Yuba County Sup. Ct.) No. CVED26-00298

City of Wheatland v. Lewis Investment Co. (Yuba County Sup. Ct.) No. CVED26-00089

City of Wheatland v. Garcia, et al. (Yuba County Sup. Ct.) No. CVED26-00172

City of Wheatland v. Waltz, et al. (Yuba County Sup. Ct.) No. CVED26-00191

8.2 Conference with Legal Counsel - Existing Litigation: Pursuant to California Government Code Section 54956.9

Clover Boatright vs. City of Wheatland, etal, Case No. 2:26-CV-00343-CSK

9. ADJOURN

AGENDA POSTING CERTIFICATION

I, Josie Camacho, City Clerk for the City of Wheatland, do hereby declare under penalty of perjury that I caused the above agenda to be posted at City of Wheatland City Hall at 111 C Street, Wheatland, CA 95692 and on the City website at www.wheatland.ca.gov.

Date: May 07, 2026 /s/ Josie Camacho, City Clerk



CITY COUNCIL REGULAR MEETING MINUTES

April 28, 2026 at 6:00 PM
Wheatland Community Center
101 C Street, Wheatland, CA 95692

1. OPENING MATTERS

- 1.1 Call to Order and Roll Call - **6:01 p.m., All Present.**
- 1.2 Pledge of Allegiance to the Flag - **Performed.**

2. PUBLIC COMMENT – None.

3. CONSENT CALENDAR

3.1 Minutes - April 14, 2026

Motion to approve Consent Calendar made by Councilmember Teter and Seconded by Councilmember B. Abe
Ayes: Teter, B. Abe, J. Abe, McIntosh
Noes: None
Abstain: None
Absent: None

4. PUBLIC HEARING - None.

5. PRESENTATIONS – None.

6. REGULAR CALENDAR

6.1 Consideration and Adoption of Resolution Authorizing the Purchase of a Replacement Police Department Vehicle from Folsom Lake Ford. - Res. 26-18

Motion to approve made by Councilmember Teter and Seconded by Councilmember B. Abe
Ayes: Teter, B. Abe, J. Abe, McIntosh
Noes: None
Abstain: None
Absent: None

6.2 South Yuba County Regional Wastewater Project Update. - Presented.

7. REPORTS

8. CLOSED SESSION - 7:01 p.m.

8.1 Public Employment (California Government Code Section 54957) Title: City Manager

Reconvened at 7:34 p.m. with no reportable action.

9. ADJOURN – 7:35 p.m.

MINUTES CERTIFICATION

I, Jessy Johnson, Account Clerk II for the City of Wheatland, do hereby declare under penalty of perjury that the above minutes are a true depiction of all actions taken at the City Council meeting held on the first date above written at Wheatland Community Center, 101 C Street, CA 95692.

Date: May 5, 2026 /s/ Jessy Johnson, Account Clerk II



City Council Meeting Staff Report

Meeting Date: May 12, 2026

SUBJECT: Investment Report for the Quarter Ended March 31, 2026

PREPARED BY: Susan Mahoney, Finance Director

RECOMMENDATION:

Receive and file the Quarterly Investment Report for the quarter ended March 31, 2026.

DISCUSSION:

The City’s Investment objectives are governed by State law and the City’s adopted Investment Policy. The Quarterly Investment Report provides information regarding the City’s investments in accordance with the Investment Policy.

The attached report is a summary of all cash and investment activity for the quarter ending March 31, 2026. The City follows the practice of combining cash and investments for all funds. Except for the Pool Operations Fund, interest earned on combined cash and investments is allocated quarterly to the various funds based on the respective funds’ cash balance. Interest earned on the cash balance in the Pool Operations Fund is calculated solely on LAIF (State of California Local Agency Investment Fund) earnings.

Cash - Total cash for all funds increased \$1,110,155 from the quarter ending December 31, 2025. This increase is mainly due to the first installment of property tax revenue.

Interest Earnings - Total interest earnings for the quarter were \$197,475; an increase of \$13,453 over the same quarter in 2025. Most of the City’s idle cash is invested in LAIF. The LAIF interest rate for the quarter ending March 31 was 3.98%, down from 4.20% in December 2025. The average rate of return for the City’s investments in CDs and federal securities was 4.19% for the quarter.

Investment Activity - The City uses a laddered investment strategy with a current maximum duration of four years. During the quarter three CDs matured. As interest rates continue to drop, the City will invest the majority of matured CDs in LAIF. Details are included in the accompanying report.

FISCAL IMPACT:

This report is for information only.

ATTACHMENT:

- A. Quarterly Investment Report as of March 31, 2026

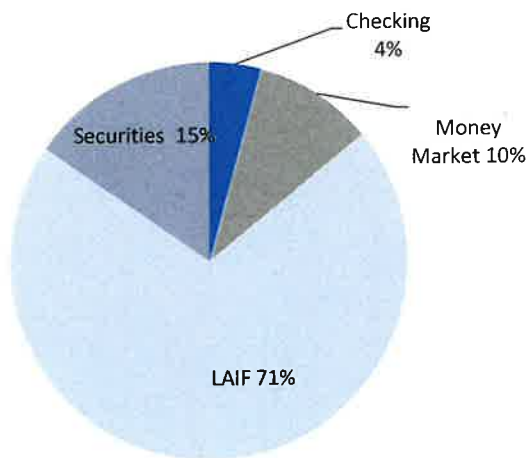
QUARTERLY INVESTMENT REPORT
As of March 31, 2026

Investment Summary

Type of Investment	Percent of Total Investments	Yield	Book Value	Market Value
Five Star Bank Checking Account	0.25%	0.00%	48,433.57	48,433.57
Five Star Bank Money Market Fund	18.75%	3.95%	3,658,347.56	3,658,347.56
Cash on Hand	0.00%	0.00%	600.00	600.00
Local Agency Investment Fund (LAIF)	69.68%	3.98%	13,596,101.38	13,596,101.38
Investments	11.32%	4.19%	2,208,439.32	2,211,816.22
Total City Investments	100.0%		19,511,921.83	19,515,298.73

Percentage of Investments by Type - Year over Year

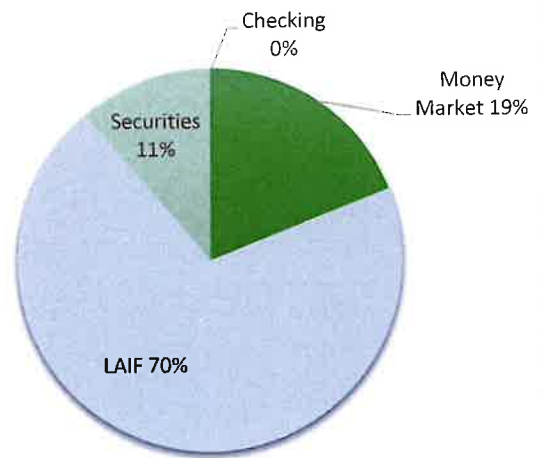
March 31, 2025



March 31, 2025

Total City Investments \$18,445,418.21

March 31, 2026



March 31, 2026

Total City Investments \$19,515,298.73

The following confirmations are made pursuant to California Code Sections 53600 et seq.:

1. All investments as of March 31, 2026 are in compliance with allowable investments under State law.
2. All investments as of March 31, 2026 are in compliance with the City's investment policy
3. There were sufficient funds available to meet the City's expenditure requirements for the next six months.

Susan Mahoney

Finance Director

April 27, 2026

Date

City of Wheatland
Quarter Ending March 31, 2026
Investments with MBS (Multi Bank Securities) and TVI (Time Value Investments)

	Book Value	Brokers			TVI Market	Settlement Date	Maturity Date	Interest Rate	Est. Annual Income	CUSIP
		MBS Book	MBS Market	TVI Book						
Prime Alliance Bank CD	100,000.00			100,000.00	4/22/2024	4/22/2026	4.70%	4,700.00	74160NLB4	
Morgan Stanley Bank CD	100,000.00			100,000.00	5/8/2024	5/8/2026	5.00%	5,000.00	61690DQN1	
BNY Mellon CD	100,000.00			100,000.00	6/17/2025	6/17/2026	4.30%	4,300.00	06405VJK6	
Flagstar Bank CD	119,000.00	119,312.97			7/11/2024	7/10/2026	4.85%	5,771.50	33847GJS2	
Morgan Stanley Bank CD	130,000.00	130,215.80			5/7/2025	5/7/2027	4.05%	5,265.00	61690D4C9	
Morgan Stanley Bank CD	100,000.00			100,000.00	5/15/2024	5/17/2027	4.90%	4,900.00	61690DQX9	
Global Federal CU CD	130,000.00	130,564.20			6/30/2025	6/30/2027	4.25%	5,525.00	37892MAW4	
Toyota Financial Savings CD	100,000.00			100,000.00	7/18/2024	7/19/2027	4.65%	4,650.00	89235MPS4	
Valley National Bank CD	200,000.00	199,808.00			9/10/2024	9/10/2027	3.85%	7,700.00	919853NX5	
American Express Bank CD	200,000.00	199,888.00			9/11/2024	9/13/2027	3.85%	7,700.00	02589AFB3	
Celtic Bank Salt Lake CD	130,000.00			130,000.00	12/20/2024	12/20/2027	4.05%	5,265.00	15118RT31	
Goldman Sachs Bank	100,000.00	100,168.00			1/14/2025	1/14/2028	4.00%	4,000.00	38150VI59	
Toyota Financial Savings CD	100,000.00	100,000.00			2/13/2025	2/14/2028	4.25%	4,250.00	89235MRA1	
Goldman Sachs Bank	100,003.72			100,003.72	3/18/2025	3/20/2028	4.00%	4,000.15	38150VS34	
BMW Bank CD	110,000.00			110,000.00	4/17/2025	4/17/2028	3.75%	4,125.00	05612LEG3	
BNY Mellon CD	100,000.00	99,904.00			5/7/2025	5/8/2028	3.85%	3,850.00	05584CX27	
Morgan Stanley Bank CD	125,000.00	124,426.25			12/24/2025	12/26/2028	3.75%	4,687.50	61776NL35	
	2,044,003.72	1,204,954.22		840,003.72			4.19%	\$ 85,689		
Cash w/ Broker	164,435.60	133,711.25		30,724.35						
TOTAL	2,208,439.32	1,337,711.25		870,728.07						

TRANSACTIONS

Purchased

None

Redeemed

1. \$125,000 4.80% UBS Bank - purchased 3/13/2024, matured 3/13/2026
2. \$100,000 4.65% Baxter Credit Union - purchased 1/22/2024, matured 1/22/2026
3. \$115,000 4.20% Bank of America - purchased 2/12/2025, matured 2/12/2026



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: May 12, 2026

SUBJECT: Consideration and Adoption of Resolution Authorizing Extension of Expiration Dates of Bids for Regional Sewer Pipeline Project

PREPARED BY: Dane H. Schilling, City Engineer

RECOMMENDATION:

Staff recommends that the Wheatland City Council consider adoption of a resolution directing the City Manager and City Engineer to extend the expiration date of the bids received for the Wheatland Regional Sewer Pipeline Project [CWSRF Project No. C-06-8753-110] by 35 calendar days.

DISCUSSION:

The Wheatland Regional Sewer Pipeline Project (“Project”) is the first project of the larger South Yuba County Wastewater Infrastructure Project (a coordinated effort between Yuba Water Agency (YWA), Olivehurst Public Utilities District (OPUD), Yuba County and the City of Wheatland). The Wheatland Regional Sewer Project consists of the first 7.72-miles of a conveyance pipeline and three pump stations that are capable of transporting 1.5-million gallons of sewage daily from the Malone Avenue Pump Station in Wheatland to the southerly limits of the OPUD service area on Rancho Road in south Yuba County. A subsequent OPUD project will continue the pipeline all the way to the OPUD wastewater treatment plant.

The design and environmental review for the Project was completed in November 2025 and on November 25, 2025, the City Council adopted a resolution approving the contract documents (plans and specifications) and authorizing staff to call for bids for the Project.

On February 13, 2026, the YWA experienced a catastrophic failure of the penstock at the New Colgate Powerhouse. Weeks later YWA withdrew its \$80M financial support for the construction phase of this Project and the OPUD project. City of Wheatland staff have been diligently working with others to backfill the funding gap and expect to have funding restored and present that to the City Council in June 2026.

On February 19, 2026, the bid period closed and the City received 13 bids for the Project. RCI General Engineering was the apparent low bidder for Bid Schedule A – Pipelines, and Gateway Pacific Contractors, Inc. was the apparent low bidder for Bid Schedule B – Pump Stations. The bids received for the Project were \$22M (29%) below the Engineers Estimate.

The City Engineer subsequently completed a detailed review of the low bids received, and on March 12, 2026, the City Engineer issued a Notice of Intent to Award (**Exhibit ‘A’**) contracts to RCI General Engineering and to Gateway Pacific Contractors, Inc.

Per the bid documents, the bids are valid for 90-days after the bid opening which means the bids expire on May 20, 2026. If the bid expiration date is not extended before the expiration of bids on May 20, 2026, then the bids received will expire and the City will have to re-bid the Project in order to move forward with construction. Given the favorable bids received in February, it is very likely that new bids for the Project will come in substantially higher.

FISCAL IMPACT:

There is no direct fiscal impact by this action. However, extending the bid expiration date will require the agreement of the low bidders and the low bidders who may be entitled to recoup any direct costs that can be demonstrated are a result of extending the bid expiration date by the specified time, in this case 35 days.

ATTACHMENTS:

- 1. Resolution w/Exhibit

Attachment 'A'

RESOLUTION NO. 26-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHEATLAND AUTHORIZING EXTENSION OF EXPIRATION DATES OF BIDS FOR THE REGIONAL SEWER PIPELINE PROJECT

WHEREAS, the Wheatland Regional Sewer Pipeline Project (“Project”) is the first project of the larger South Yuba County Regional Wastewater Infrastructure Project; and

WHEREAS, on February 19, 2026, the bid period closed and the City received 13 bids for the Project; and

WHEREAS, the bids are valid for a 90-day period after the bid opening; and

WHEREAS, if the bids are not awarded or if the bid expiration date is not extended before the expiration of bids on May 20, 2026, the bids received will expire; and

WHEREAS, staff is currently working to identify all necessary funding for the Project after Yuba Water Agency withdrew its commitment for funding a portion of the Project .

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Wheatland as follows:

1. The foregoing recitals are true and correct and are incorporated herein by this reference.
2. The City Manager and City Engineer are directed to extend the expiration date of the bids received for the Wheatland Regional Sewer Pipeline Project (CWSRF Project No. C-06-8753-110) by 35 calendar days, from May 20, 2026 to June 24, 2026.
3. The City Clerk is authorized and directed to attest to the adoption of this Resolution and to maintain it in the official records of the City.

The foregoing resolution was adopted by the City Council of the City of Wheatland at a regular meeting held on the 12th day of May 2026 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

The foregoing resolution is hereby approved.

Lisa McIntosh, Mayor

ATTEST:

Josie Camacho, City Clerk



City of Wheatland
111 C Street
Wheatland, CA 95692
Phone 530-633-2761
Fax 530-633-9102

March 12, 2026

NOTICE OF INTENT TO AWARD

The City of Wheatland California has reviewed the bids received on February 19, 2026, for the Wheatland Regional Sewer Pipeline Project [CWSRF Project No. C-06-8753-110] and intends to award two contracts for the project as follows:

BID SCHEDULE A – PIPELINES

Awardee:	RCI General Engineering
Contractors License No.:	1024998
Award Amount:	\$15,621,813.00

BID SCHEDULE B – PUMP STATIONS

Awardee:	Gateway Pacific Contractors, Inc.
Contractors License No.:	517988
Award Amount:	\$38,558,793.00

Dane H. Schilling, PE
City Engineer
City of Wheatland, California



City Council Meeting Staff Report

Meeting Date: May 12, 2026

SUBJECT: Proclamation Honoring Former Mayor Robert Coe

PREPARED BY: Bill Zenoni, City Manager

RECOMMENDATION:

Staff recommends that the Wheatland City Council approve a Proclamation honoring former Mayor Robert Coe.

DISCUSSION:

Robert (Bob) Coe served on the Wheatland City Council from December 2014 until his unexpected passing on March 20, 2026. Bob represented the City of Wheatland by serving on numerous boards and committees. During his tenure on the City Council, Bob also served as Vice-Mayor and Mayor. Bob Coe was a valued member of the City family and will be greatly missed. A celebration of life will be held for Bob on Saturday May 16, 2026. This Proclamation will be presented to Bob’s family at that event.

FISCAL IMPACT:

None.

ATTACHMENT:

- A. Proclamation



HONORING MAYOR ROBERT COE

WHEREAS, Robert (Bob) Coe was elected to the Wheatland City Council in November 2013 and was sworn in on December 9, 2014; and

WHEREAS, during his tenure on the Wheatland City Council, Bob Coe also served as Mayor and Vice-Mayor; and

WHEREAS, Bob Coe proudly represented the City of Wheatland with board positions on the Regional Waste Management Authority, Wheatland Fire Authority, Yuba-Sutter Economic Development Corporation and South Yuba County Transportation Improvement Authority; and

WHEREAS, Bob Coe was a true advocate for the improvement and longevity of the City of Wheatland through his many efforts to guide City Council, staff and constituents towards a better Wheatland; and

WHEREAS, Bob Coe was known for consistently performing his duties on the Wheatland City Council in a professional manner, always putting the good of the community first, and for making difficult decisions in a fair and positive manner; and

WHEREAS, Bob Coe will be remembered by the Wheatland City Council and City of Wheatland employees for his gentle manner, positive outlook and good sense of humor; and

WHEREAS, Bob Coe will be greatly missed by all who had the privilege of knowing and working with him.

NOW, THEREFORE, on behalf of the entire Wheatland City Council and City staff, we honor Bob Coe for his legacy of service to the City of Wheatland.

Lisa McIntosh, Mayor



City Council Meeting Staff Report

Meeting Date: May 12 , 2026

SUBJECT: Consideration and Adoption of Resolution Making an Appointment to Fill City Council Vacancy

PREPARED BY: Bill Zenoni, City Manager and Jennifer Buckman, City Attorney

RECOMMENDATION:

Staff recommends that the Wheatland City Council conduct interviews of the two Wheatland citizens who submitted applications for the vacant City Council seat and consider adoption of a resolution appointing one of the candidates to fill the vacant seat on the Wheatland City Council.

DISCUSSION:

As a result of the unexpected death of Mayor Robert Coe, a vacancy now exists on the Wheatland City Council. Mr. Coe’s electoral term will end upon the certification of the results of the November 2026 election. The California Government Code (section 36512) states “if a vacancy occurs in an elective office, the council shall, within 60 days from the commencement of the vacancy, either fill the vacancy by appointment or call a special election to fill the vacancy.” That 60-day period expires on May 20, 2026.

The City Council, on April 14, 2026, adopted Resolution No. 26-16, declaring a vacancy on the Wheatland City Council and determining the City Council’s intent to appoint a qualified candidate to serve the remainder of Mr. Coe’s current electoral term. Notice of the City Council vacancy was posted on the City website and an article discussing the vacancy was published in the Appeal-Democrat on April 22, 2026. Two applications were received by the May 4, 2026 due date. Both applicants meet the required legal qualifications (must be at least 18 years of age, be a U.S. citizen, be a Wheatland resident and be registered to vote in the City of Wheatland).

Both applicants have been requested to appear before the City Council at the May 12th meeting. At that meeting, the City Council will conduct interviews of the two applicants. It is suggested that the same questions be asked of each candidate and that each interview be limited to approximately 10 minutes. At the conclusion of the interviews, staff recommends that a motion be made to adopt a resolution appointing one of the two individuals to fill the vacant City Council seat. Upon adoption of the resolution, the City Clerk will officially swear in the new City Councilmember and we will proceed to the next item of business on the agenda.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

ATTACHMENTS:

- A. Resolution w/Exhibit

Attachment 'A'

RESOLUTION NO. 26-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHEATLAND MAKING AN APPOINTMENT TO FILL THE VACANT SEAT ON THE WHEATLAND CITY COUNCIL CREATED BY THE DEATH OF COUNCILMEMBER ROBERT COE

WHEREAS, a vacancy has occurred on the City Council of the City of Wheatland effective March 21, 2026, due to the unforeseen death of Councilmember Robert Coe; and

WHEREAS, Government Code section 36512 provides that the City Council shall either appoint a qualified candidate to fill the vacancy, or call a special election to fill the vacancy; and

WHEREAS, the seat that has become vacant is for a term that will expire upon the certification of the results of the November 2026 election, and the City Council wishes to avoid incurring the costs associated with calling a special election; and

WHEREAS, the Wheatland City Council, on April 14, 2026, adopted Resolution No. 26-16 electing to appoint a qualified candidate to the City Council to serve for the remainder of the current term of Councilmember Coe, until a successor is duly selected in accordance with applicable law.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Wheatland as follows:

1. The foregoing recitals are true and correct and are incorporated herein by this reference.
2. Consistent with Government Code Section 36512, _____ is hereby appointed to fill the vacant position on the Wheatland City Council for the unexpired term of Councilmember Robert Coe.
3. That the newly appointed City Councilmember shall have all of the powers and duties as set forth in the Government Code of the State of California and the Municipal Code of the City of Wheatland.
4. Immediately upon approval and passage of this resolution, the City Clerk shall administer the oath of office to the newly appointed City Councilmember.
5. The City Clerk is authorized and directed to attest to the adoption of this Resolution and to maintain it in the official records of the City.

The foregoing resolution was adopted by the City Council of the City of Wheatland at a regular meeting held on the 12th day of May 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

The foregoing resolution is hereby approved.

Lisa McIntosh, Mayor

ATTEST:

Josie Camacho, City Clerk

RESOLUTION NO. 26-16**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHEATLAND, DECLARING A VACANCY ON THE CITY COUNCIL AND DETERMINING THE CITY COUNCIL'S INTENT TO APPOINT A QUALIFIED CANDIDATE TO SERVE THE REMAINDER OF THE CURRENT ELECTORAL TERM**

WHEREAS, a vacancy has occurred on the City Council of the City of Wheatland effective March 21, 2026, due to the unforeseen death of Councilmember Coe; and

WHEREAS, Government Code section 36512 provides that the City Council shall either appoint a qualified candidate to fill the vacancy, or call a special election to fill the vacancy; and

WHEREAS, the seat that has become vacant is for a term that will expire upon the certification of the results of the November 2026 election, and the City Council wishes to avoid incurring the costs associated with calling a special election; and

WHEREAS, the City Council finds that it is in the best interests of the City to appoint a qualified candidate to serve for the remainder of the current electoral term, to ensure continuity of leadership and the orderly conduct of City business.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Wheatland as follows:

1. The foregoing recitals are true and correct and are incorporated herein by this reference.
2. The City Council hereby declares that a vacancy exists on the City Council effective March 21, 2026.
3. Pursuant to Government Code section 36512, the City Council hereby elects to appoint a qualified candidate to the City Council to serve for the remainder of the current term of Councilmember Coe, until a successor is duly selected in accordance with applicable law.
4. The City Manager is directed to work with the City Clerk and the City Attorney to establish a process for candidates who are residents of the City of Wheatland to apply to fill the vacancy, and to bring those applications to the City Council for consideration at a duly noticed and agendaized future meeting.
5. The City Clerk is authorized and directed to attest to the adoption of this Resolution and to maintain it in the official records of the City.

The foregoing resolution was introduced and adopted by the City Council of the City of Wheatland at a regular meeting held on the 14th day of April 2026, by the following vote:

- AYES: Teter, B. Abe, J. Abe, McIntosh
- NOES: None
- ABSTAIN: None
- ABSENT: None

The foregoing resolution is hereby approved.



Lisa McIntosh, Mayor



ATTEST:



Josie Camacho, City Clerk



City Council Meeting Staff Report

Meeting Date: May 12, 2026

SUBJECT: Consideration and Adoption of Resolution Approving Amendments to Wheatland Personnel Rules, Section 10 (Travel Policy)

PREPARED BY: Bill Zenoni, City Manager

RECOMMENDATION:

Staff recommends that the Wheatland City Council consider adoption of a resolution approving amendments to Section 10 (Travel Policy) of the Wheatland Personnel Rules.

DISCUSSION:

Section 2.16.030(C) of the Wheatland Municipal Code states that the City Manager shall prepare city personnel rules and revisions and amendments to such rules. Section 2.16.050 of the Municipal Code provides that personnel rules shall be adopted by resolution of the City Council. The City’s Personnel Rules were last amended in June 2022.

The City’s Travel Policy, Section 10 of the Personnel Rules, provides guidance for City employees when traveling on City business. Staff has reviewed the current policy and determined that an update is warranted to provide additional information on reimbursable travel expenses and to eliminate ambiguity in the current policy. The proposed amendments include information on conference and training registration costs, allowable transportation costs, air travel and vehicle rental guidelines and documentation required for reimbursement of costs incurred.

The proposed amendments were reviewed with representatives of the General Employee’s Association and Wheatland Police Officer’s Association.

FISCAL IMPACT:

There is no fiscal impact associated with this item. Approval of these amendments to the Travel Policy will ensure that the City’s funds are expended in a responsible manner.

ATTACHMENTS:

1. Resolution Approving Amendments to Wheatland Personnel Rules, Section 10 – Travel Policy
2. Personnel Rules, Section 10 – Travel Policy (revised)
3. Personnel Rules, Section 10 – Travel Policy (redline)
4. Personnel Rules, Section 10 – Travel Policy (current version)

Attachment 'A'

RESOLUTION NO. 26-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHEATLAND APPROVING AMENDMENTS TO WHEATLAND PERSONNEL RULES, SECTION 10 - TRAVEL POLICY

WHEREAS, the Wheatland City Council is authorized and directed under the provisions of Section 2.16.050 of the Wheatland Municipal Code to adopt personnel rules and regulations for the administration of the personnel system created in Chapter 2.16 of the Wheatland Municipal Code; and

WHEREAS, the personnel rules set forth in detail those procedures and policies which ensure similar treatment for those who compete for employment and promotion, and define many of the obligations, rights, privileges and prohibitions which are placed upon all employees in the competitive service of the City; and

WHEREAS, the City Council may, from time to time, amend these rules; and

WHEREAS, Section 10 of the Wheatland Personnel Rules provide guidance on policies and procedures related to employee travel when conducting official City business; and

WHEREAS, staff has developed amendments to Section 10 of the Wheatland Personnel Rules to provide additional guidance on allowable reimbursable expenses when employees are traveling on City business.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Wheatland as follows:

1. The foregoing recitals are true and correct and are incorporated herein by this reference.
2. The amendments to Section 10 (Travel) of the Wheatland Personnel Rules as described in Exhibit A, attached to this resolution, are hereby approved.
3. The City Clerk is authorized and directed to attest to the adoption of this Resolution and to maintain it in the official records of the City.

The foregoing resolution was adopted by the City Council of the City of Wheatland at a regular meeting held on the 12th day of May 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

The foregoing resolution is hereby approved.

Lisa McIntosh, Mayor

ATTEST:

Josie Camacho, City Clerk

CITY OF WHEATLAND PERSONNEL RULES

SECTION 10 - TRAVEL POLICY

1. Purpose

The purpose of this policy is to establish guidelines for the expenditure of public funds for authorizing attendance, travel, and reimbursement of expenses for City employees, attending conferences, training, meetings and conducting other City related business. It is the intent of the City of Wheatland to assure compliance with IRS regulations. Reimbursement of business-related expenses paid to employees is generally tax-free; however, employees must substantiate the expenses with original receipts. This policy supersedes all previous policies.

2. Policy

City employees required to travel in the performance of their duties and in the service of the City shall be reimbursed for their actual and necessary travel expenses within the maximum limits established through this policy for meals, lodging and other travel expenses. Such expenses must be authorized in advance by the Department Head or designee, and must be in accordance with the procedures outlined in this Policy.

All employee travel, travel schedules and travel expenses must receive prior approval from the employee's Department Head. All Out-of-State travel must be approved, in advance, by the City Manager. Out of State travel by the City Manager must be approved, in advance, by the Mayor.

Travel arrangements should be as economical as practical considering the travel purpose, time frame available, available transportation and facilities and time away from other duties. Individuals authorized to travel under this policy are expected to take advantage of government discounts or special rates available for car rentals, hotels and airfare.

The Department Head will determine on a case-by-case basis: (1) whether or not particular travel is considered to be for City business and therefore subject to the terms of this policy, and (2) whether or not the employee travel time in question is considered hours worked and therefore subject to the FLSA rules governing employee travel time.

3. Allowable Travel Expenses

A. Registration

All registration fees for approved conferences, seminars, training or meetings shall be paid directly by the City whenever possible. If registration is paid directly by the employee, reimbursement will be made with proper documentation **after** attendance at the conference, seminar, training, or meeting. Exceptions may be allowed upon recommendation of the Department Head and with administrative approval of the City Manager. Employees should register at the earliest time possible to avoid late registration charges. If an event needs to be cancelled, cancellation should be before the deadline to avoid a penalty when possible.

B. Lodging

The City will reimburse the actual cost of reasonable lodging required for overnight travel. Hotel and motel charges shall be based on single occupancy rates. The City will not reimburse employees for lodging expenses incurred for additional guests. In instances where destination hotels are filled, the employee should attempt to secure comparable rates at the nearest hotel. Cost is the base room rate charged plus lodging taxes. Employees are also encouraged to request government exemptions from transient occupancy taxes. The following items will not be reimbursed:

- a. Lodging costs in private homes, whether through a third-party company or through the owner directly
- b. Phone calls not strictly related to City business
- c. In-room television or movie costs
- d. Personal expenses

C. Transportation

Transportation shall be by the most cost effective means available. Use of air, train or private car shall be selected on the basis of the most reasonable and appropriate method, taking into consideration distance, time and total costs to the City.

If an employee elects to use a mode of transportation other than stated above, the City will pay only the cost of the most logical and least expensive mode. The difference between the selected mode and most logical and the least expensive mode shall be considered the employee's personal expense. In addition, the employee shall charge any additional time spent en route during normal work hours to vacation or similar leave.

D. Mileage Reimbursement

Authorized travel on City business using privately-owned vehicles shall be compensated at the prevailing Internal Revenue Service mileage rate. A private vehicle used for City business must be in a safe condition, licensed and insured at the levels required to operate a vehicle in California during the time the City use takes place. Employees using private vehicles for City travel must have a current valid driver's license and vehicle registration and insurance information on file with the City Finance Department prior to beginning travel. The employee is expected to operate the vehicle in a safe and courteous manner when driving on City business.

When the City requires a Police Department employee to attend a training session and a vehicle is the most cost effective means of travel, the employee should use a City vehicle, if available.

Travel using any other vehicle or mode of transport shall be compensated in accordance with actual costs incurred. The Department Head shall certify that the compensation for travel is at the most economical means in accordance with this policy.

Mileage for travel will be calculated from the employees place of residence or from the City building of their normal work assignment, whichever is shorter.

E. Air Travel

Employees shall endeavor to book air travel to take advantage of discounts and non-refundable ticket fares where practical. All flights shall be booked at coach or economy class between Sacramento International Airport and the closest available airport to the final travel destination.

Mileage shall be reimbursed when traveling to and from the airport, at the current mileage rate set by the Internal Revenue Service. Mileage will be calculated from the employee's place of residence or place of employment, whichever is less. When available, courtesy shuttle services should be utilized between airports and meeting locations. Airport parking at the economy parking rate is reimbursable and must be accompanied with the original receipt.

If an employee elects to use a private automobile in-lieu of airplane where air travel is more cost effective, the employee will be reimbursed for expenses that would have occurred (air fare, mileage to airport, parking) rather than mileage. The employee will be responsible for documenting expenses that would have been incurred. The City will not reimburse the employee for additional meals, lodging, or other expenses associated with automobile travel in-lieu of air travel.

F. Vehicle Rental

A rental car may be used when other local transportation option are not available or feasible for the destination of travel. An employee should inquire about all ground transportation options (shuttles, buses, taxis, etc.) and select the most economical and practical option. When rental cars are used, the least expensive vehicle practical will be used. Purchase of Loss Damage Waiver (LDW) insurance coverage is required. Liability coverage should be declined as the City has coverage under it's General Liability insurance program. Rental cars shall be refueled prior to return to the rental agency to reduce cost to the City. The cost of fuel purchased is reimbursable if a receipt is provided. Employees will not be reimbursed for prepaid fuel charges.

G. Meal Allowance

Employees traveling on City business are entitled to a meal allowance to be compensated at the prevailing IRS per diem rate tables using the high-low method* if the employee is required to be away from his or her normal place of business.

Breakfast will be reimbursed for travel prior to 7 a.m. and dinner will be reimbursed for travel after 7 p.m. When travel is wholly between the hours of 7:00 a.m. and 7:00 p.m., lunch is the only meal expense that may be claimed if the employee is required to travel outside of a 50-mile radius of the City building of the employee's normal work assignment. For Police Department employees, if the required travel is within a 50 miles radius of the City building of the employee's normal work assignment, lunch reimbursement may be claimed if the training course allows for reimbursement by California's Commission on

Peace Officer Standards and Training (POST). Employees shall receive reimbursement by submitting a reimbursement request. Advances or reimbursement requests will be adjusted to account for meals included in meeting registration fees. Meals included in the registration fee, but not eaten, cannot be claimed for reimbursement under the above schedule. Also, if a separate charge is made for fixed meals that are integral to a meeting or training session, the City will reimburse the full cost of such a meal.

*Examples of high-cost travel areas include New York, Chicago, Los Angeles, San Francisco, Washington, D.C., San Jose, Monterey, Sacramento and San Diego. High-cost area designation will be indicated by the published Federal Government per diem rate.

H. Incidental Expenses

In addition to any mileage, meal or lodging expenses, an employee traveling on City business shall be reimbursed for incidental expenses incurred. Incidental expenses shall include, but are not limited to, such items as:

- a. Toll bridge fares
- b. Taxi or other ride sharing fares
- c. Registration fees at conferences and conventions
- d. Parking fees
- e. City business related calls made by the employee
- f. Internet use will only be reimbursed if deemed necessary for City business
- e. Tips for Sky Caps, Bell Hops (not to exceed \$10.00 per trip)

I. Personal Expenses

No personal expenses, including but not limited to barbering, alcoholic beverages, entertainment, laundry, or dry cleaning shall be eligible for reimbursement.

4. Advances

With approval, the City will advance the full estimated cost of attendance at meetings, conferences, and training sessions. The Finance Department will issue separate checks for lodging, registration or travel when requested. Requests for advances should be submitted as early as possible.

Travel advance checks will be issued with the next regular accounts payable cycle after the request is received. Late travel advance request submittals will be accounted for on a reimbursement basis only.

5. Travel Expense Documentation

All requests for reimbursement of travel expenses incurred must be accompanied by a receipt documenting the expense incurred.

CITY OF WHEATLAND PERSONNEL RULES

SECTION 10 - TRAVEL POLICY

1A. Purpose

The purpose of this policy is to establish guidelines for the expenditure of public funds for authorizing attendance, travel, and reimbursement of expenses for City employees, attending conferences, training, meetings and conducting other City related business. It is the intent of the City of Wheatland to assure compliance with IRS regulations. Reimbursement of business-related expenses paid to employees is generally tax-free; however, employees must substantiate the expenses with original receipts. This policy supersedes all previous policies.

2. Policy

City employees required to travel in the performance of their duties and in the service of the City shall be reimbursed for their actual and necessary travel expenses within the maximum limits established through this policy for meals, lodging and other travel expenses. Such expenses must be authorized in advance by the Department Head or designee, and must be in accordance with the procedures outlined in this Policy. The City will reimburse certain travel costs for employee travel that is related to City business.

All employee travel, travel schedules and travel expenses must receive prior approval from the employee’s Department Head. All Out-of-State travel must be approved, in advance, by the City Manager. Out of State travel by the City Manager must be approved, in advance, by the Mayor.

Travel arrangements should be as economical as practical considering the travel purpose, time frame available, available transportation and facilities and time away from other duties. Individuals authorized to travel under this policy are expected to take advantage of government discounts or special rates available for car rentals, hotels and airfare.

The Department Head will determine on a case-by-case basis: (1) whether or not particular travel is considered to be for City business and therefore subject to the terms of this policy, and (2) whether or not the employee travel time in question is considered hours worked and therefore subject to the FLSA rules governing employee travel time.

B. Advances

With approval, the City will advance the full estimated cost of attendance at meetings, conferences, and training sessions. The Finance Department will issue separate checks for lodging, registration or travel when requested.

Requests for advances should be submitted as early as possible. ADVANCE CHECKS WILL BE ISSUED EVERY FRIDAY FOR REQUESTS RECEIVED THE PREVIOUS

WEDNESDAY. Requests for travel not following these procedures will be accounted for on a reimbursement basis only.

3C. Allowable Travel Expenses Rates of Compensation

A. Registration

All registration fees for approved conferences, seminars, training or meetings shall be paid directly by the City whenever possible. If registration is paid directly by the employee, reimbursement will be made with proper documentation after attendance at the conference, seminar, training, or meeting. Exceptions may be allowed upon recommendation of the Department Head and with administrative approval of the City Manager. Employees should register at the earliest time possible to avoid late registration charges. If an event needs to be cancelled, cancellation should be before the deadline to avoid a penalty when possible.

B. Lodging

Lodging: The City will reimburse the actual cost of reasonable lodging required for overnight travel. Hotel and motel charges shall be based on single occupancy rates. The City will not reimburse employees for lodging expenses incurred for additional guests. In instances where destination hotels are filled, the employee should attempt to secure comparable rates at the nearest hotel. Cost is the base room rate charged plus lodging taxes. Employees are also encouraged to request government exemptions from transient occupancy taxes.

taxes.

The following items will not be reimbursed:

- a. Lodging costs in private homes, whether through a third-party company — (like AirBNB, Home Away, VRBO, etc.) or through the owner directly
- b. Phone calls not strictly related to City business
- c. In-room television or movie costs
- d. Personal expenses

C. Transportation

Transportation shall be by the most cost effective means available. Use of air, train or private car shall be selected on the basis of the most reasonable and appropriate method, taking into consideration distance, time and total costs to the City.

If an employee elects to use a mode of transportation other than stated above, the City will pay only the cost of the most logical and least expensive mode. The difference between the selected mode and most logical and the least expensive mode shall be considered the employee's personal expense. In addition, the employee shall charge any additional time spent en route during normal work hours to vacation or similar leave.

D. Mileage Reimbursement

Mileage: Authorized travel on City business using privately-owned vehicles shall

be compensated at the prevailing Internal Revenue Service mileage rate. A private vehicle used for City business must be in a safe condition, licensed and insured at the levels required to operate a vehicle in California during the time the City use takes place. Employees using private vehicles for City travel must have a current valid driver's license and vehicle registration and insurance information on file with the City Finance Department prior to beginning travel. The employee is expected to operate the vehicle in a safe and courteous manner when driving on City business.

When the City requires a Police Department employee to attend a training session and a vehicle is the most cost effective means of travel, the employee should use a City vehicle, if available.

Travel using any other vehicle or mode of transport shall be compensated in accordance with actual costs incurred. The Department Head shall certify that the compensation for travel is at the most economical means in accordance with this policy.

Mileage for travel will be calculated from the employees place of residence or from the City building of their normal work assignment, whichever is shorter.

E. Air Travel

Employees shall endeavor to book air travel to take advantage of discounts and non-refundable ticket fares where practical. All flights shall be booked at coach or economy class between Sacramento International Airport and the closest available airport to the final travel destination.

Mileage shall be reimbursed when traveling to and from the airport, at the current mileage rate set by the Internal Revenue Service. Mileage will be calculated from the employee's place of residence or place of employment, whichever is less. When available, courtesy shuttle services should be utilized between airports and meeting locations. Airport parking at the economy parking rate is reimbursable and must be accompanied with the original receipt.

If an employee elects to use a private automobile in-lieu of airplane where air travel is more cost effective, the employee will be reimbursed for expenses that would have occurred (air fare, mileage to airport, parking) rather than mileage. The employee will be responsible for documenting expenses that would have been incurred. The City will not reimburse the employee for additional meals, lodging, or other expenses associated with automobile travel in-lieu of air travel.

F. Vehicle Rental

A rental car may be used when other local transportation option are not available or feasible for the destination of travel. An employee should inquire about all ground transportation options (shuttles, buses, taxis, etc.) and select the most economical and practical option. When rental cars are used, the least expensive vehicle practical will be used. Purchase of Loss Damage Waiver (LDW) insurance coverage is required. Liability coverage should be

declined as the City has coverage under it's General Liability insurance program. Rental cars shall be refueled prior to return to the rental agency to reduce cost to the City. The cost of fuel purchased is reimbursable if a receipt is provided. Employees will not be reimbursed for prepaid fuel charges.

G. Meal Allowance

Employees traveling on City business are entitled to a meal allowance to be compensated at the prevailing IRS per diem rate tables using the high-low method* if the employee is required to be away from his or her normal place of business.

Breakfast will be reimbursed for travel prior to 7 a.m. and dinner will be reimbursed for travel after 7 p.m. When travel is wholly between the hours of 7:00 a.m. and 7:00 p.m., lunch is the only meal expense that may be claimed if the employee is required to travel outside of a 50-mile radius of the City building of the employee's normal work assignment. For Police Department employees, if the required travel is within a 50 miles radius of the City building of the employee's normal work assignment, lunch reimbursement may be claimed if the training course allows for reimbursement by California's Commission on Peace Officer Standards and Training (POST). Employees shall receive reimbursement by submitting a reimbursement request. Advances or reimbursement requests will be adjusted to account for meals included in meeting registration fees. Meals included in the registration fee, but not eaten, cannot be claimed for reimbursement under the above schedule. Also, if a separate charge is made for fixed meals that are integral to a meeting or training session, the City will reimburse the full cost of such a meal.

*Examples of high-cost travel areas include New York, Chicago, Los Angeles, San Francisco, Washington, D.C., San Jose, Monterey, Sacramento and San Diego. High-cost area designation will be indicated by the published Federal Government per diem rate.

H. Incidental Expenses

In addition to any mileage, meal or lodging expenses, an employee traveling on City business shall be reimbursed for incidental expenses incurred. Incidental expenses shall include, but are not limited to, such items as:

- a. Toll bridge fares
- b. Taxi or other ride sharing fares
- c. Registration fees at conferences and conventions
- d. Parking fees
- e. City business related calls made by the employee
- f. Internet use will only be reimbursed if deemed necessary for City business
- e. Tips for Sky Caps, Bell Hops (not to exceed \$10.00 per trip)

I. Personal Expenses

No personal expenses, including but not limited to barbering, alcoholic beverages, entertainment, laundry, or dry cleaning shall be eligible for reimbursement.

~~2. Meal Allowance: Employees traveling on City business are entitled to a meal~~

~~allowance to be compensated at the prevailing IRS per diem rate tables using the high-low method* if the employee is required to be away from his or her normal place of business.~~

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~~3.~~

- ~~4. **Incidental Expenses:** In addition to any mileage, meal or lodging expenses, an employee traveling on City business shall be reimbursed for incidental expenses incurred. Incidental expenses shall include, but are not limited to, such items as:

 - ~~a. Ferry and toll bridge fares~~
 - ~~b. Taxi or other ride sharing fares~~
 - ~~c. Registration fees at conferences and conventions~~
 - ~~d. Parking fees~~
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~~5. **Personal Expenses:** No personal expenses, including but not limited to barbering, alcoholic beverages, entertainment, laundry, or dry cleaning shall be eligible for reimbursement.~~

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Requests for advances should be submitted as early as possible. **ADVANCE CHECKS WILL BE ISSUED EVERY FRIDAY FOR REQUESTS RECEIVED THE PREVIOUS WEDNESDAY.** Requests for travel not following these procedures will be accounted for on a reimbursement basis only.

C. Rates of Compensation

1. **Mileage:** Authorized travel on City business using privately-owned vehicles shall be compensated at the prevailing IRS mileage rate. Travel using any other vehicle or mode of transport shall be compensated in accordance with actual costs incurred. The Department Head shall certify that the compensation for travel is at the most economical means in accordance with this policy.

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3. Lodging: The City will reimburse the actual cost of reasonable lodging required for overnight travel. Cost is the base room rate charged plus lodging taxes. Employees are also encouraged to request government exemptions from TOT taxes.

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- b. Phone calls not strictly related to City business
- c. In-room television or movie costs
- d. Personal expenses

4. Incidental Expenses: In addition to any mileage, meal or lodging expenses, an employee traveling on City business shall be reimbursed for incidental expenses incurred. Incidental expenses shall include, but are not limited to, such items as:

- a. Ferry and toll bridge fares
- b. Taxi or other ride sharing fares
- c. Registration fees at conferences and conventions
- d. Parking fees
- e. Tips for Sky Caps, Bell Hops (not to exceed \$10.00 per trip)

5. Personal Expenses: No personal expenses, including but not limited to barbering, alcoholic beverages, entertainment, laundry, or dry cleaning shall be eligible for reimbursement.