

CITY COUNCIL POLICY NUMBER: 2019-03

EFFECTIVE: November 25, 2019

SUBJECT: Use and Expenditures of City Resources by Councilmembers

PURPOSE:

This policy provides guidance to City Councilmembers on the use and expenditure of City resources, as well as the standards against which those expenditures will be measured. As used herein, the term "City" shall mean the City of Redwood City, the Successor Agency of the Redevelopment Agency of the City of Redwood City, and the Redwood City Public Financing Authority. This administrative policy would satisfy the requirements of Government Code sections 53232.2 and 53232.3 in the event such requirements could be constitutionally applied to charter cities.

POLICY:

A. General

1. City equipment, supplies (including letterhead), titles, and staff time may only be used for authorized City business.
2. Expenses incurred by Councilmembers in connection with the following types of activities constitute authorized expenses for which annually-established professional development funds may be used, as long as the other requirements of this policy are met:
 - a. Communicating and/or meeting with representatives of regional, state, and national government on City-adopted policy positions;
 - b. Attending educational seminars designed to improve skills and/or gain knowledge relevant to their service as Councilmembers;
 - c. Participating in local, regional, state, and national organizations whose activities affect the City's interest;
 - d. Attending activities which recognize service to the City including but not limited to employee and volunteer appreciation celebrations;
 - e. Attending events hosted by or sponsored by the City;
 - f. Attending meetings that implement a City-approved strategy for attracting or retaining businesses, which typically involve at least one staff member;
 - g. Attending events that benefit non-profit organizations that serve the Redwood City community; and

- h. Attending to such matters where the Councilmember is serving in an official capacity, including but not limited to matters pending before a judicial, quasi-judicial, or administrative tribunal.
3. All reimbursement claims for travel and related expenses shall be submitted to the City Clerk's office on Statement of Expenses Schedule A (attached) within 60 days and shall be accompanied by sufficient supporting documentation, including original receipts, copies of registration forms, and/or invoices.

B. Lodging Accommodations

1. If the lodging is in connection with a meeting, conference, or organized educational activity, lodging costs may not exceed the maximum group rate published by the conference or activity sponsor at the time of booking. If the group rate is not available, Councilmembers shall use comparable lodging.
2. If any guest accompanies the Councilmember and such guest is not required by the City to attend the meeting, conference, or organized educational activity, the City will pay only for the Councilmember's lodging plus applicable taxes at a standard single rate.

C. Subsistence Allowance

1. The subsistence allowance as of the date this policy is adopted shall be based on the formula used to calculate the federal rate and consistent with policies and practices that govern staff expenses of this nature.
2. The allowance for Councilmembers leaving for a seminar after 12 noon but before 7:00 p.m. shall be based on the formula used to calculate federal rates and consistent with policies and practices that govern staff expenses of this nature

D. Exceptions

1. All expenses that do not fall within the adopted travel reimbursement policy or the IRS reimbursable rates shall be approved by the City Council before the expense is incurred.

E. Reporting

1. Councilmembers shall provide brief reports on meetings attended at the expense of the City at the next regular council meeting.

