

REDEVELOPMENT AGENCY RESOLUTION NO. _____

**RESOLUTION OF THE REDEVELOPMENT AGENCY OF THE CITY OF BELMONT
SPECIFYING OFFICIAL FUNCTIONS FOR WHICH REIMBURSEMENT OF COSTS
OF ATTENDANCE IS AUTHORIZED AND APPROVING A REIMBURSEMENT
POLICY**

WHEREAS, The Redevelopment Agency of the City of Belmont (RDA) has adopted a policy specifying the procedures and policies for reimbursement of expenses.

WHEREAS, the Chapter 700 of the 2005 California Statutes requires the RDA to specify what official functions are subject to reimbursement for attendance costs for RDA officials if a function does not fit into the three narrow categories identified by the Legislature.

WHEREAS, the RDA takes its stewardship over the use of its limited public resources seriously.

WHEREAS, public resources should only be used when there is a substantial benefit to the City.

WHEREAS, such benefits include: 1) discussing the community's concerns with state and federal officials; 2) participating in regional, state and national organizations whose activities affect the City; 3) attending educational seminars designed to improve officials' skill and information levels; and 4) promoting public service and morale by recognizing such service.

WHEREAS, 1) legislative and other regional, state and federal agency business is frequently conducted over meals; 2) sharing a meal with regional, state and federal officials is frequently the best opportunity for a more extensive, focused and uninterrupted communication about the City's policy concerns; and 3) each meal expenditure must comply with the limits and reporting requirements of local, state and federal law.

WHEREAS, this policy provides guidance to elected and appointed officials on the use and expenditure of City resources, as well as the standards against which those expenditures will be measured.

WHEREAS, this policy supplements the definition of actual and necessary expenses for purposes of state laws relating to permissible uses of public resources.

WHEREAS, this policy also supplements the definition of necessary and reasonable expenses for purposes of federal and state income tax laws.

WHEREAS, this policy also applies to any charges made to a City credit card, cash advances or other line of credit.

WHEREAS, as an example, attendance at meetings and events of the following organizations are an integral part of service as a official for the RDA in representing the City's interests and hearing and learning about and sharing the far-reaching concerns of the community

- Association of Bay Area Governments (ABAG)

- Belmont Chamber of Commerce
- California Legislature
- City/County Association of Governments (C/CAG)
- Cities Selection Committee
- Council of Cities (Council of Mayors)
- League of California Cities, both Peninsula Division and State
- League of Women Voters (North San Mateo County and South San Mateo County chapters)
- North County Council of Cities
- SAMCEDA
- San Mateo County Convention & Visitors Bureau
- San Mateo County Progress Seminar
- Neighborhood Association Meetings

WHEREAS, reimbursement of the costs of attendance at these events and meetings to RDA officials is appropriate and should be authorized subject to available funds in the relevant budgets.

NOW, THEREFORE, BE IT RESOLVED that the Redevelopment Agency of the City of Belmont does hereby resolve as follows:

Section 1. In addition to reimbursement for functions and activities specified in Chapter 700 of 2005 California Statutes, reimbursement for the costs of attendance by RDA officials at meetings and events of the above-enumerated and similar organizations is authorized and that all expense reimbursements shall be processed pursuant to and governed by the policy attached hereto as Exhibit A, Reimbursement Policy.

* * * * *

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the Redevelopment Agency of the City of Belmont at a regular (or special, if appropriate) meeting thereof held on (date of meeting) by the following vote:

AYES, DIRECTORS: _____

NOES, DIRECTORS: _____

ABSTAIN, DIRECTORS: _____

ABSENT, DIRECTORS: _____

Secretary, Redevelopment Agency

APPROVED:

Chair, Redevelopment Agency

EXHIBIT A

REIMBURSEMENT POLICY

As used herein, the term "City" shall mean the City Council of Belmont, the City of Belmont Redevelopment Agency, Planning Commission, Finance Commission, Park & Recreation Commission; the term "City official" shall mean the members of said agencies; and the term "days" shall mean calendar days.

AUTHORIZED EXPENSES

City funds, equipment, supplies (including letterhead), titles, and staff time must only be used for authorized City business. The following types of expenses generally constitute authorized expenses, as long as the other requirements of this policy are met:

1. Communicating with representatives of local, regional, state and national government on City adopted policy positions;
2. Attending educational seminars designed to improve City officials' skill and information levels;
3. Participating in regional, state and national organizations whose activities affect the City's interests;
4. Recognizing service to the City (for example, thanking a long-time employee with a retirement gift or celebration of nominal value and cost);
5. Attending City events;
6. Implementing a City-approved strategy for attracting or retaining businesses to the City, which will typically involve at least one staff member.

All other expenditures require prior approval by the City Council.

The following expenses also require prior City Council approval:

1. International and out-of-state travel; and
2. Expenses which exceed the annual budget established by the City Council for travel expenses.

Examples of personal expenses that the City will not reimburse include, but are not limited to:

1. The personal portion of any trip;
2. Political or charitable contributions or events;

3. Family expenses, including partner's expenses when accompanying official on agency-related business, as well as children- or pet-related expenses;
4. Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf related expenses), or other cultural events;
5. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline; and
6. Personal losses incurred while on City business.

Any questions regarding the propriety of a particular type of expense should be resolved by the City Council before the expense is incurred.

COST CONTROL

To conserve City resources and keep expenses within community standards for City officials, expenditures should adhere to the following guidelines.

TRANSPORTATION

The most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements must be used, using the most direct and time-efficient route. In the event that a more expensive transportation form or route is used, the cost borne by the City will be limited to the cost of the most economical, direct, efficient and reasonable transportation form.

Automobile mileage is reimbursable at Internal Revenue Service rates presently in effect (*see* www.irs.gov). These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable.

LODGING

Lodging costs will be reimbursed or paid for when travel on official City business reasonably requires an overnight stay. If such lodging is in connection with a conference, lodging costs should not exceed the group rate published by the conference sponsor for the meeting in question. For overnight stays in other contexts, another helpful source of guidance is Internal Revenue Service per diem rates for lodging, which include adjustments for higher cost locations (*see* Publication 1542 at www.irs.gov or www.policyworks.gov/perdiem). The site also has references to hotels that have government rates at or below Internal Revenue Service per diem limits.

MEALS

Meal expenses and associated gratuities should be moderate, taking into account community standards and the prevailing restaurant costs of the area. A helpful source of guidance is Internal Revenue Service per diem rates for meals and incidental expenses, which include adjustments for higher cost locations (*see* Publication 1542 at www.irs.gov or www.policyworks.gov/perdiem).

The City will not pay for alcohol/personal bar expenses.

TELEPHONE/FAX/CELLULAR

City officials will be reimbursed for actual telephone and fax expenses incurred on City business. Telephone bills should identify which calls were made on City business. For cellular calls when the official has a particular number of minutes included in the official's plan, the official can identify the percentage of calls made on public business.

AIRPORT PARKING

Long-term parking should be used for travel exceeding 24-hours.

OTHER

Baggage handling fees of up to \$1 per bag and gratuities of up to 15 percent will be reimbursed. Expenses for which City officials receive reimbursement from another agency are not reimbursable.

CASH ADVANCE POLICY

From time to time, it may be necessary for an official to request a cash advance to cover anticipated expenses while traveling or doing business on the City's behalf. Such request for an advance should be submitted to the City Manager ten (10) days prior to the need for the advance with the following information:

- The purpose of the expenditure(s);
- The benefits of such expenditure to the residents of City;
- The anticipated amount of the expenditure(s) (for example, hotel rates, meal costs, and transportation expenses); and
- The dates of the expenditure(s).

Any unused advance must be returned to the City treasury within five (5) days of the official's return, along with an expense report and receipts documenting how the advance was used in compliance with this expense policy.

In the event the City Manager is uncertain as to whether a request complies with this policy, the City Manager shall seek resolution from the City Council.

CREDIT CARD USE POLICY

City does not issue credit cards to individual office holders but does have an agency credit card for selected City expenses. City office holders may use the City's credit card for such purposes as airline tickets and hotel reservations by following the same procedures for cash advances. Receipts documenting expenses incurred on the City credit card and compliance with this policy must be submitted within ten (10) business days of use.

City credit cards may not be used for personal expenses, even if the official subsequently reimburses the City.

EXPENSE REPORT CONTENT AND SUBMISSION DEADLINE

Expense reports must document that the expense in question met the requirements of the policy. For example, if the meeting is with a legislator, the City official should explain whose meals were purchased, what issues were discussed and how those relate to the City's adopted legislative positions and priorities.

City officials must submit their expense reports within thirty (30) days of an expense being incurred, accompanied by receipts documenting each expense. Restaurant receipts, in addition to any credit card receipts, are also part of the necessary documentation.

Inability to provide such documentation in a timely fashion may result in the expense being borne by the official.

AUDITS OF EXPENSE REPORTS

All expenses are subject to verification of compliance with this policy.

REPORTS TO GOVERNING BOARD

At the following meeting, each City official shall briefly report on meetings attended at City expense. If multiple officials attended, a joint report may be made.

COMPLIANCE WITH LAWS

City officials should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All agency expenditures are public records subject to disclosure under the Public Records Act and other laws.

VIOLATION OF THIS POLICY

Use of public resources or falsifying expense reports in violation of this policy may result in any

or all of the following: 1) loss of reimbursement privileges, 2) a demand for restitution to the City, 3) the City's reporting the expenses as income to the elected official to state and federal tax authorities, 4) civil penalties of up to \$1,000 per day and three times the value of the resources used, and 5) prosecution for misuse of public resources.