

RESOLUTION NO. R15-38

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF PALOS VERDES ESTATES, CALIFORNIA,
ADOPTING A REIMBURSEMENT POLICY; AND RESCINDING R13-08**

WHEREAS, the City of Palos Verdes Estates (the "City") 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. The opportunity to discuss 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, this policy satisfies the requirements of Government Code §53232.2 and §53232.3,

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

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

**NOW, THEREFORE, THE CITY COUNCIL HEREBY FINDS AND
RESOLVES AS FOLLOWS:**

Section 1. Authorized Expenses

City funds, equipment, supplies (including letterhead), titles, and staff time must only be used for authorized City business. Authorization for travel expenses is generally made through the budget review process and an approved budget appropriation. Expenses

incurred in connection with the following types of activities generally constitute authorized expenses, long as the other requirements of this policy are met:

1. Communication with representatives of regional, state and national government on City policy positions,
2. Attending educational seminars designed to improve 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.
5. Attending City events.
6. For a Councilmember, the only expenses the City will reimburse are those set for in Section 3 of this Resolution, subject to the provisions of that section.

All other expenditures require prior approval. If extraordinary expenses are expected to be incurred or when this Resolution or associated Administrative Regulation do not adequately cover the situation or would cause an undue hardship, the City Manager may authorize an exception; provided that the exception is reported to the City Council, verbally or in writing, at a public meeting.

Section 2. City Manager to Adopt Administrative Instruction

Subject to the limitations set forth in Section 3 below, the City Manager is hereby directed and authorized to adopt an Administrative Instruction regarding rates, reporting, accounting and documentation for reimbursement for travel and other expenses incurred by any City official or employee on City business.

Section 3. Councilmember Provisions

Expenses incurred at the following events are the only expenses eligible for reimbursement to a City Councilmember, and are deemed to be for the conduct of City business:

1. The League of California Cities ("League") conference, the Council appointee's attendance at a regular dinner or luncheon meeting of the League L.A. County Division,
2. The California Joint Powers Insurance Authority (CJPIA) annual Risk Management Educational Forum,

3. Any event a Councilmember attends as the City's official representative including the events "Citizen of the Year", "Educator of the Year" and "Salute to Business". The Mayor or his/her designated representative shall be deemed the City's official representative, and
4. Any other event attended by a Councilmember when the City is expected to be a beneficiary; provided that the Councilmember obtains prior approval of the Mayor or the City Council.

Section 4. Compliance with Laws

All agency expenditures are public records subject to disclosure under the Public Records Act. Some expenditures may also be subject to reporting under the Political reform Act and other laws.

Section 5. Violation of this Policy

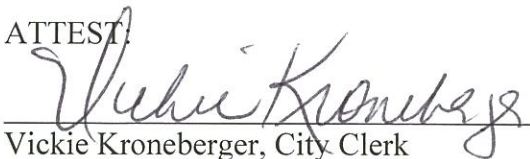
Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: 1) loss of reimbursement privileges, 2) a demand for restitution to the City, 3) the agency's reporting the expenses as income to the elected official to state and federal tax authorities, 4) other remedies or penalties available under the law.

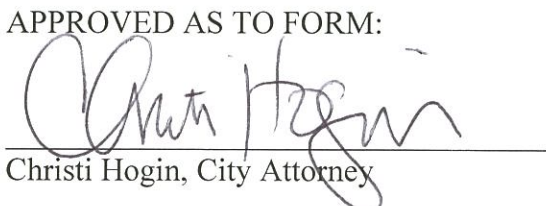
Section 6. Resolution R13-08 is hereby rescinded.

Section 7. The City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED, APPROVED and ADOPTED this 13th day of October, 2015.


James Goodhart, Mayor

ATTEST:

Vickie Kroneberger, City Clerk

APPROVED AS TO FORM:

Christi Hogin, City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF PALOS VERDES ESTATES)

I, Vickie Kroneberger, City Clerk for the City of Palos Verdes Estates, California, do hereby certify that the foregoing Resolution **R15-38** was duly and regularly approved and adopted by the City Council of the City of Palos Verdes Estates at its regular meeting of the City Council on the 13th day of October, 2015, by the following vote:

AYES: COUNCILMEMBERS: Goodhart, King, Peterson, Rea, Vandever

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None

RECUSED: COUNCILMEMBER: None


Vickie Kroneberger, City Clerk