

CITY COUNCIL REIMBURSEMENT POLICY FOR EXPENSES INCURRED IN THE PERFORMANCE OF THEIR OFFICIAL DUTIES

1. PURPOSE

This Policy establishes the guidelines and standards regarding reimbursement of actual and necessary expenses of the City Council incurred in the performance of official City duties.

Council members may incur expenses in fulfilling the responsibilities as an elected official. All expenditures of public funds must be related to the performance of City business. Council members may be reimbursed for actual and necessary expenses incurred in the performance of authorized City business and official duties in conformance with this Policy.

Reimbursement for travel expenses shall be governed by *Section 7 -City Council and Boards and Commissions Policy for Travel and Miscellaneous Expenses Reimbursement*.

2. AUTHORIZED EXPENSES

Communications tools (e.g., cellular phones, data plans, computers, and Internet access) are necessary for Councilmembers to fulfill their official responsibilities of communication with constituents, City staff, and others. In lieu of the City providing communication tools to each Council member, Council members are expected to use personal devices in the course of their duties.

2.1 Technology Purchases Reimbursement

Council members may be reimbursed for technology purchases that are essential for performing official duties. These purchases include, but are not limited to, computers, tablets, software, and subscriptions services (e.g., internet, Zoom, etc.).

If the technology purchase will be used exclusively for official business, the Council member will be reimbursed for all the actual cost of the purchase up to \$2,000 each calendar year from the City Council Contingency Funding. If the City fully reimburses a Council Member for a physical device, the device must be returned to the City at the end of the Council Member's service. However, the City may allow the Council Member to keep the device if it is determined that the device has no value or is no longer useful to the City.

If the technology purchase will be used for personal use as well as official business, Council members will be reimbursed 25% of the actual cost of the purchase up to \$2,000 each calendar year from the City Council Contingency Funding. Considering the difficulty in parsing out official use versus personal use in this circumstance, this shall

be considered a reasonable amount to represent the reimbursement for actual costs associated with the technology purchase.

2.2 Cellular Phone Usage Reimbursement

Council members will be reimbursed 25% of the actual total monthly cost of the use of their cellular phone up to \$2,000 each calendar year from the City Council Contingency Funding. Considering the difficulty in parsing out official use versus personal use in this circumstance, this shall be considered a reasonable amount to represent the reimbursement for actual costs associated with the use of their cellular phone.

2.3 Expenditures Requiring Council Approval

Except as set forth in this Section, all other expenditures require prior approval by the Council at a public meeting. Any questions regarding the propriety of a particular type of expense should be resolved by the Council before the expense is incurred.

3. MONITORING AND REPORTING

All expenses and claims for reimbursement shall be submitted on City expense report forms within 60 days of the incurred expense. All expense reports shall be accompanied by documentation showing that the expenses comply with this Policy for expenditure of public resources. Inability to provide such documentation in a timely manner may result in the expense being borne by the Councilmember. Reimbursements that do not comply with this policy will not be approved. Expense reports are subject to audits. Approved reimbursements will be processed and issued within 30 days of approval.