



CITY OF
PALO ALTO

CITY COUNCIL REIMBURSEMENT POLICY

Mark Vanni, Assistant City Attorney
Chantal Cotton Gaines, Deputy City Manager

POLICY RECOMMENDATION

- Recommendation is from the Policy and Services Committee
- **Committee Recommended Action:** Adopt a Policy to Reimburse Council Members up to \$2,000/year for Technology Resources and Expenses
- **Funding Source:** City Council Contingency
- **Background:** This was a referral from Council to Policy and Services during the Council Procedures and Protocols Handbook Discussion

STATE LAW REQUIREMENTS

- Direct stipends not feasible due to City Charter salary limits incorporating State law
- Governed by California Government Code Sections 53232.2 and 53232.3:
 - Written policy specifying eligible expenditures for actual and necessary expenses
 - Expense reports, receipts, and subject to Public Records Act



PROPOSED POLICY: AUTHORIZED EXPENSES

- Technology Purchase Reimbursement
 - Includes computers, tablets, software, and subscriptions services (e.g., internet, Zoom, etc.)
 - 100% reimbursement for exclusive official use; 25% for mixed use



PROPOSED POLICY: AUTHORIZED EXPENSES

- Cellular Phone Usage
 - 25% of monthly costs reimbursed
- Other necessary expenses not mentioned in the policy require Council approval
- Up to \$2,000 per Council Member each calendar year from budgeted Council Contingency Funding



REPORTING REQUIREMENTS

- Submit with documentation within 60 days of incurring expense
- Reports are subject to audits and Public Records Act
- Approved reimbursements are to be processed within 30 days



POTENTIAL COUNCIL MOTION

- Recommendation from the Policy and Services Committee:

Adopt the attached policy authorizing Council Members to receive reimbursement, up to \$2,000 per calendar year (taken from the City Council Contingent Account funding), for technology resources or other actual and necessary expenses incurred in the performance of official City duties. Upon adoption, this policy will be incorporated to the Council's Procedures and Protocols Handbook.