

RESOLUTION NO. R06-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
PALOS VERDES ESTATES, CALIFORNIA, ADOPTING A
REIMBURSEMENT POLICY; AND RESCINDING RESOLUTION R95-29.

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 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 satisfies the requirements of Government Code sections 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.

The City Council of the City of Palos Verdes Estates does resolve 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, as

long as the other requirements of this policy are met:

1. Communicating 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 forth 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. Any officially sponsored League of California Cities (League) conference, League policy committee meeting, regular dinner or luncheon of a League Division or Department or other similar League-sponsored event,
2. Any breakfast, luncheon or dinner event a Councilmember attends as the City's official representative. The Mayor or his/her designated representative shall be deemed the City's official representative, and

3. 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.

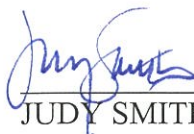
Section 6. Resolution R95-29 is hereby rescinded.

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 28th day of March, 2006.


ROSEMARY HUMPHREY, ACTING MAYOR

ATTEST:


JUDY SMITH, City Clerk

APPROVED AS TO FORM:


STEPHANIE R. SCHER, City Attorney

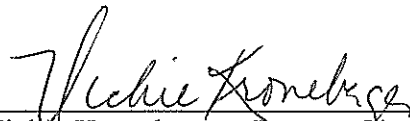
STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF PALOS VERDES ESTATES)

I, Vickie Kroneberger, Deputy City Clerk for the City of Palos Verdes Estates, California, do hereby certify that the foregoing Resolution **R06-08** 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 28th of March, 2006, by the following vote:

AYES: COUNCILMEMBERS: Abbott, Sherwood, Humphrey and Goodhart

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: Flood



Vickie Kroneberger, Deputy City Clerk