

CHAPTER 2.04  
**CITY COUNCIL TRAVEL AND EXPENSES**

**§ 2.04.010. Policy.**

- 1) The City hereby expressly acknowledges its responsibility to wisely administer limited public resources and to expend them only when there will be a substantial benefit to the City and its residents. To conserve City resources and keep expenses within community standards for public officials, expenditures shall adhere to the rules and guidelines set forth in this policy and shall govern reimbursement to City Councilmembers for actual and necessary expenses incurred in the performance of official duties.
- 2) If expenses are incurred that exceed these guidelines, the cost reimbursed by the City shall be limited to the expenses that fall within the guidelines.
- 3) This policy shall apply when City Councilmembers act in their official capacity as members of the Council. This policy conforms to the requirements of California Government Code Sections 53232 through 53232.4 to the extent that such requirements are applicable to charter cities under the California Constitution.
- 4) For purposes of this policy, the following definitions shall apply:
  - i) "City" means the City of Stockton.
  - ii) "Councilmember" means each member of the City Council and the Mayor or a member of any other entity or body duly created by the Stockton City Council.
  - iii) A "local" conference, meeting, educational seminar, event, or activity means one that occurs within a 50-mile radius of the City of Stockton.
  - iv) A "non-local" conference, meeting, educational seminar, event or activity means one that occurs beyond a 50-mile radius of the City of Stockton.
- 5) City Councilmembers, as defined above, shall adhere to the City's Administrative Directive and Citywide Policies and Procedures with the exceptions below.
- 6) TRAVEL FORMS  
  
Councilmember will sign as traveler.  
  
No additional approval from department head will be required.
- 7) AUTHORIZED EXPENSES  
  
Expenses incurred by Councilmembers in connection with the following activities or events constitute authorized and reimbursable expenses, provided that the other requirements of this policy are also met:
  - i) Communicating or meeting with representatives of regional, state and national government and their various agencies and entities on policy positions adopted by the City;

- ii) Attending educational seminars designed to improve Councilmembers' skill and information levels;
- iii) Participating in regional, state and national organizations whose activities affect the City's interests (e.g., League of California Cities, National League of Cities, California Redevelopment Association);
- iv) Attending City-sponsored events;
- v) Meeting to implement a strategy approved by the City for attracting businesses to the City or retaining businesses already established in the City.

#### 8) TRANSPORTATION

- i) Councilmembers shall travel using government and group rates when available.
- ii) Except as provided below, travel expenses shall be reimbursed only for days actually spent on City business. Accordingly, allowable expenses generally are those incurred for the days on which conference/event activities are scheduled.
- iii) Expenses may be reimbursed for travel days not to exceed one day before and one day after the event only if circumstances prevent travel at reasonable hours on the actual beginning and ending days of a conference. Reasonable hours are defined as between 7:00 a.m. and 11:00 p.m. Reimbursement for more than one day of travel to or from the destination must be approved in advance by the City Council.

#### 9) TELEPHONE/FAX/CELLULAR/INTERNET

- i) When away from City Hall, Councilmembers shall be entitled to reimbursement for actual telephone and fax expenses incurred in the performance of their duties as Council-members. Telephone records should identify which calls were made on City business. When a Council-member has a particular number of minutes included in his or her cellular phone plan, the Council-member may identify, for reimbursement, the percentage of calls made on City business.
- ii) Councilmembers shall be reimbursed, in an amount not to exceed \$15.00 per day, for internet access connection and usage fees incurred on City business while away from City Hall. However, no reimbursement will be allowed unless such internet access is necessary to carry out City business.

#### 10) CASH ADVANCE REQUIREMENTS

From time to time, it may be necessary for a Councilmember to request a cash advance to cover anticipated expenses while traveling or doing business on the City's behalf. Request for cash advance may be made using City of Stockton – Extended Travel Request Form.

#### 11) REPORTS TO THE CITY COUNCIL

Councilmembers shall provide a brief report on meetings and conferences they have attended at City expense. The report, which may be oral or written, must be presented at the next regular meeting of the Council following the event. The report may be presented as part

of Council Comments or specifically placed on the agenda, as appropriate. If multiple Councilmembers attended the same event, they may make a joint report. Councilmembers should confer with the City Attorney regarding legal issues that may arise under the Brown Act when they prepare and present joint reports.

#### 12) DEADLINE FOR SUBMITTING EXPENSE REPORTS

Councilmembers must submit their expense reports within 30 days of an expense being incurred. If a Councilmember does not provide the expense report and accompanying receipts and documentation within the specified time, the Councilmember may be personally responsible for the expense.

#### 13) COMPLIANCE WITH LAWS

Councilmembers should be aware that some expenditures may be subject to reporting under the Political Reform Act and other laws. In addition, all agency expenditures are public records subject to disclosure under the Public Records Act.

#### 14) POLICY VIOLATIONS

Violations of this policy, including falsifying expense reports, may result in any or all of the following:

- i) Loss of reimbursement privileges;
- ii) A demand for restitution to the City;
- iii) Reporting the expenses to state and federal tax authorities as income to the Councilmember;
- iv) Civil penalties of up to \$1,000.00 per day and three times the value of the resources used; and
- v) Criminal prosecution for misuse of public resources.

#### **§ 2.04.020. Responsibilities.**

City Councilmembers: Adhere to the policies outlined above as well as administrative directive and citywide policies and procedures regarding travel and expenses.

#### **§ 2.04.030. Relevant authority.**

California Government Code Sections 53232 through 53232.4.

#### **§ 2.04.040. Related administrative directive, city policy, city procedure.**

Administrative Directive – Travel and Expenses for City Employees and Officials <VIII.K.> City Wide Policy – Travel and Expense Policy <VIII.K.a>

#### **§ 2.04.050. Related forms, documents, or links.**

City of Stockton Daily Travel Form.

§ 2.04.050

§ 2.04.070

City of Stockton Extended Travel Request Form.

**§ 2.04.060. Frequently asked questions.**

None applicable.

**§ 2.04.070. Update history.**

8/19/85 - Adopted by Resolution No. 85-0544

6/9/86 - Amended by Resolution Nos. 86-0336, 86-0337, 86-0338, 86-0339

9/8/86 - Amended by Resolution No. 86-0591

3/23/87 - Amended by Resolution Nos. 87-0171, 87-0172

4/27/87 - Amended by Resolution No. 87-0237

11/2/87 - Amended by Resolution No. 87-0604

7/31/89 - Amended by Resolution No. 89-0501

9/11/89 - Amended by Resolution No. 89-0598

9/25/89 - Amended by Resolution No. 89-0628

1/7/91 - Amended by Resolution No. 91-0027

4/22/91 - Amended by Resolution No. 91-0294

3/1/93 - Amended by Resolution No. 93-0085

3/13/95 - Amended by Resolution No. 95-0095

5/16/00 - Amended by Resolution No. 00-0243

3/27/01 - Amended by Resolution No. 01-0138

7/17/01 - Amended by Resolution No. 01-0392

4/18/06 - Amended by Resolution No. 06-0205

9/27/11 - Amended by Resolution No. 11-0273

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