

**CITY OF REDDING, CALIFORNIA
COUNCIL POLICY**

SUBJECT	RESOLUTION NUMBER	POLICY NUMBER	EFFECTIVE DATE	PAGE
Reimbursement of Expenses for City Council Members and Other City Officials Appointed to Serve on Boards, Commissions and Committees Created by the City Council	2006-03	218	01/03/06	1 of 2

BACKGROUND

Public resources should only be used when there is a substantial benefit to the City of Redding. Such benefits include:

- The opportunity to discuss the community's concerns with state and federal officials;
- Participating in regional, state and national organizations whose activities affect the City of Redding;
- Attending educational seminars designed to improve officials' skill and information levels.

PURPOSE

This Policy sets forth a fair and equitable standard of reimbursement for expenses incurred by members of the City Council and members serving on any board, commission or committee created by the City Council and subject to the Brown Act.

POLICY

City of Redding funds, equipment, supplies (including letterhead), titles and staff time must only be used for authorized City of Redding business. The following types of expenses generally constitute authorized expenses, provided that approval is first obtained through proper administrative channels prior to incurring the expense and other requirements of this policy are met:

- Communicating with representatives of regional, state and national government on City of Redding adopted policy positions; or
- Attending educational seminars designed to improve officials' skill and information level; or
- Participating in regional, state and national organizations whose activities affect the City of Redding interests; or
- Activities associated with implementing a City of Redding approved strategy for attracting or retaining businesses to the City of Redding, which will typically involve at least one staff member.

All other expenditures require prior approval by the City Council at a public meeting.

Council members and members of other boards, commissions or committees subject to this Policy shall adhere to the same rules and requirements for accounting and reimbursement of lodging, meals and travel reimbursement as applies to all City of Redding employees, as authorized pursuant to

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Reimbursement Procedures approved by City Council (Attached), except, however, members of the City Council and members of other bodies subject to this Policy shall also adhere to the following:

- If lodging is in connection with a conference or organized educational activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member at the time of booking. If the group rate is not available, the member shall use comparable lodging consistent with the requirements of this subdivision; and
- Government and group rates offered by a provider of transportation or lodging services shall be used when available; and
- Council members or members of other boards, commissions or committees subject to this Policy shall provide brief reports on meetings and conferences attended at the expense of the City of Redding at the next regularly scheduled meeting after the event when the member is in attendance.