



CITY OF MOUNTAIN VIEW

COUNCIL PROCEDURES COMMITTEE

AGENDA

NOTICE AND AGENDA

SPECIAL MEETING - TUESDAY, FEBRUARY 23, 2016
PLAZA CONFERENCE ROOM
AT CITY HALL - 500 CASTRO STREET
2:00 P.M.

1. **CALL TO ORDER**
2. **ROLL CALL** – Committee members Kasperzak, McAlister, and Chair Showalter.
3. **MINUTES APPROVAL**

Minutes for the October 6, 2015 meeting have been delivered to Committee members and copies posted on the City Hall bulletin board. If there are no corrections or additions, a motion is in order to approve these minutes.

4. **ORAL COMMUNICATIONS FROM THE PUBLIC**

This portion of the meeting is reserved for persons wishing to address the Committee on any matter not on the agenda. Speakers are limited to three minutes. State law prohibits the Committee from acting on nonagenda items.

5. **DISCUSSION/ACTION ITEMS**

- 5.1 **COUNCIL POLICY A-2 – CITY COUNCIL POLICY GOVERNING EXPENSES OF THE COUNCIL**

The Committee will discuss and provide direction regarding potential modifications to this policy.

- 5.2 **FISCAL YEAR 2016-17 CITY COUNCIL BUDGET**

The Committee will discuss and forward recommendations for Fiscal Year 2016-17 to the City Council.

5.3 CITY PROJECT DEDICATION PLAQUES

The Committee will review and discuss the staff analysis of options for dedication plaques for City facilities, parks, and trails.

6. COMMITTEE/STAFF COMMENTS, QUESTIONS, COMMITTEE REPORTS

No action will be taken on any questions raised by the Committee at this time.

7. ADJOURNMENT

KST/7/MGR
609-02-23-16A-E

AGENDAS FOR BOARD, COMMISSIONS, AND COMMITTEES

- The specific location of each meeting is noted on the notice and agenda for each meeting which is posted at least 72 hours in advance of the meeting. Special meetings may be called as necessary by the Committee Chair and noticed at least 24 hours in advance of the meeting.
- Questions and comments regarding the agenda may be directed to the City Clerk, at (650) 903-6304, or the City Manager's Office at (650) 903-6301.
- Interested persons may review the agenda and staff reports at the City Clerk's Office, 500 Castro Street, Third Floor, beginning the evening before each meeting. Staff reports may be viewed electronically at www.mountainview.gov and are also available during each meeting.
- **SPECIAL NOTICE – Reference: Americans with Disabilities Act, 1990**
Anyone who is planning to attend a meeting who is visually or hearing-impaired or has any disability that needs special assistance may call the City Clerk's Office at (650) 903-6304 or the City Manager's Office at (650) 903-6301 48 hours in advance of the meeting to arrange for assistance. Upon request by a person with a disability, agendas and writings distributed during the meeting that are public records will be made available in the appropriate alternative format.
- The Board, Commission, or Committee may take action on any matter noticed herein in any manner deemed appropriate by the Board, Commission, or Committee. Their consideration of the matters noticed herein is not limited by the recommendations indicated herein.
- **SPECIAL NOTICE**—Any writings or documents provided to a majority of the Council Procedures Committee regarding any item on this agenda will be made available for public inspection in the City Clerk's Office, located at 500 Castro Street, during normal business hours and at the meeting location noted on the agenda during the meeting.

ADDRESSING THE BOARD, COMMISSION, OR COMMITTEE

- Interested persons are entitled to speak on any item on the agenda and should make their interest known to the Chair.
- Anyone wishing to address the Board, Commission, or Committee on a nonagenda item may do so during the "Oral Communications" part of the agenda. Speakers are allowed to speak one time on any number of topics for up to three minutes.



CITY OF MOUNTAIN VIEW

COUNCIL PROCEDURES COMMITTEE

MINUTES

SPECIAL MEETING - TUESDAY, OCTOBER 6, 2015
CITY CLERK'S CONFERENCE ROOM AT CITY HALL - 500 CASTRO STREET
3:00 P.M.

1. **CALL TO ORDER**

The meeting was called to order at 3:02 p.m. with Committee member McAlister presiding.

2. **ROLL CALL**

Present: Committee members Kasperzak and McAlister.

Absent: Chair Showalter (present as of 3:12 p.m.).

Also Present: City Manager Rich, Community Services Director de la Montaigne, Recreation Manager Marchant, and Assistant to the City Manager Thomas.

3. **MINUTES APPROVAL**

Minutes for the April 21, 2015 meeting were approved without modification.

Motion – M/S Kasperzak/McAlister – Carried 2-0-1; Showalter absent – Approve the minutes for the meeting without modification.

4. **ORAL COMMUNICATIONS FROM THE PUBLIC**

Opened the floor for comments on any matter not on the agenda.

Donald Letcher commented on the City and Shoreline Community Fund budgets and audit processes.

5. DISCUSSION/ACTION ITEMS

5.1 ONE YEAR UPDATE ON NEW AND AMENDED COUNCIL POLICIES

NOTE: Chair Showalter arrived at 3:12 p.m. and presided over the remainder of the meeting

The Community Services Director presented an update on four new and/or amended City Council policies:

- H-4 – Use of City Plazas
- H-8 – Commercial Use of City Parks
- K-14 – Special Event Policy
- K-21 – Sponsorships

After the report, the floor was opened for comment.

SPEAKING FROM THE FLOOR EXPRESSING CONCERNS:

- Donald Letcher

No motion requested. The report was received and filed.

5.2 COUNCIL PROCEDURES COMMITTEE AGENDA TOPICS UPDATE

The Assistant to the City Manager presented a brief update on Council Procedures Committee (CPC) topics and sought direction on one item.

Direction sought on the review of the Housing Loan Policy for Department Heads/Appointees – that was previously directed to go to the City Council. CPC review was recommended first.

After the report, the floor was opened for comment.

An addition of reviewing the City Council Policy A-13 – City Council Meetings was suggested.

SPEAKING FROM THE FLOOR EXPRESSING CONCERNS:

- Donald Bahl

Motion—M/S Kasperzak/McAlister—Carried 3-0—Approve the CPC report of agenda topics and add the Committee review of Housing Loan Policy for Department Heads/ Appointees.

6. **COMMITTEE/STAFF COMMENTS, QUESTIONS, COMMITTEE REPORTS**

None.

7. **ADJOURNMENT**

The meeting was adjourned at 3:28 p.m.

KT/7/MGR

609-10-06-15mn-E

**MEMORANDUM**

City Manager's Office

DATE: February 23, 2016

TO: Council Procedures Committee

FROM: Kimberly S. Thomas, Assistant to the City Manager
Patty J. Kong, Finance and Administrative Services Director
Jannie L. Quinn, City Attorney

SUBJECT: City Council Policy Governing Expenses of the Council

On April 21, 2015, the Council Procedures Committee discussed budget adjustments for Fiscal Year 2014-15, and recommendations for the Fiscal Year 2015-16 City Council budget. A three-part motion was carried that included the modification of City Council Policy A-2 – City Council Policy Governing Expenses of the Council, at a later date. In accordance with the Council's motion, this memorandum and attachments provide a suggested draft for the Committee's consideration.

Staff incorporated direction from the April 2015 meeting and has updated and restructured the policy to conform to current practices and standards. Highlights of the areas modified include updates to technology references, communication allowance, and additional explanations and clarifications for reimbursements.

See attached proposed draft and redlined versions of City Council Policy A-2 for your reference and discussion (Attachments 1 and 2, respectively). Staff seeks feedback and direction from the Council Procedures Committee on next steps.

KST-PJK-JLQ/7/MGR
609-02-23-16M-E

Attachments: 1. City Council Policy A-2 – City Council Policy Governing Expenses of the Council (proposed)
2. City Council Policy A-2 – City Council Policy Governing Expenses of the Council (redlined)

CITY COUNCIL POLICY

SUBJECT: CITY COUNCIL POLICY GOVERNING EXPENSES OF THE COUNCIL NO.: A-2

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.

1. Policy, Legislative Intent, and General Rules

- a. Councilmembers may incur miscellaneous expenses in fulfilling the responsibilities of an elected official. All expenditures of public funds must be related to the performance of City business. Councilmembers may be reimbursed for actual and necessary expenses incurred in the performance of authorized City business and official duties in conformance with this Policy.
- b. City funds, equipment, supplies (including letterhead), titles, and staff time must only be used for authorized City business, including the Document Processing Center, voice mail services, document imaging systems, computers, copy machines, etc.
- c. Councilmembers, upon request, will be provided with City procurement cards or credit cards, which may be used only for the purposes and in the amounts provided for in this Policy and the Procurement Card Policy 2-11. Detailed receipts of charges on City purchasing cards must be remitted to the City Clerk's Office in a timely manner in support of the monthly statements.
- d. The amounts identified in this Policy for each specific purpose cannot be exceeded or combined with an amount budgeted for another purpose, nor may amounts be carried over from one year to the next.

CITY COUNCIL POLICY

SUBJECT: CITY COUNCIL POLICY GOVERNING EXPENSES OF THE COUNCIL NO.: A-2

2. Authorized Expenses

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:

- a. Communicating with representatives of regional, State, and national government on City-adopted policy positions;
- b. Attending educational seminars designed to improve an official's skill and knowledge levels directly related to City business;
- c. Attending a conference or organized educational activity conducted in compliance with Government Code Section 54952.2(c), including ethics training required by Government Code Sections 53234, *et seq.*;
- d. Attending a meeting of any multi-jurisdictional governmental body on which the Councilmember serves as the City's designated representative;
- e. Attending any meeting or providing service on a given day at the formal request of the Council or attending other regional events or meetings where representing the City in an official capacity;
- f. Participating in regional, State, and national organizations whose activities affect the City's interests, including, but not limited to, National League of Cities, League of California Cities, Association of Bay Area Governments, Santa Clara County Cities' Association, Joint Venture Silicon Valley, Sustainable Communities, Santa Clara Valley Transit Authority, or U.S. Conference of Mayors;
- g. Attending City events;
- h. Implementing a City-approved strategy for attracting or retaining businesses to the City, which will typically involve at least one staff member; and

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- i. Dinner or admission expenses for a spouse or guest in accordance with Section 8.a.

3. Expenditures Requiring Council Approval

Except as set forth in Section 2, 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.

4. Erroneous Charges of Payments

Expenses charged to a City account or paid in error that are unauthorized per Section 4.a and nonrefundable expenses per Section 4.b under this Policy shall be reimbursed to the City within 30 days of notification.

a. Unauthorized Expenses

Examples of expenses that the City will not reimburse include, but are not limited to:

- The personal portion of any trip; Any portion of the trip not related to City business;
- Expenses for any individual other than the Councilmember on City-related business, activities, or events, except as set forth in Section 8.a;
- Entertainment expenses not related to City business, for example: theater, in-room movies, sporting events or activities, personal services, voluntary events;
- Personal automobile expenses, including repairs, traffic citations, insurance, or gasoline, with the exception of mileage reimbursement, pursuant to Section 10.b;
- Personal losses incurred while on City business;

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- Expenditures of a personal nature (incidentals, clothing, etc.);
- Reimbursement for local meals not associated with an overnight event;
- Reimbursement for political contributions or expenses for events sponsored by political organizations, candidates, office holders, or for other political purposes;
- Charitable contributions, expenses, or events;
- Expenses reimbursed by other organizations. Expenses for which a City Councilmember receives reimbursement from another agency are not reimbursable. The amount of travel expense reimbursed to the City by organizations such as the U.S. Conference of Mayors, National League of Cities, League of California Cities, or other organizations for travel by a Councilmember shall be credited to the travel budget of that Councilmember;

b. Reimbursements of Nonrefundable Expenses.

Councilmembers must reimburse the City with personal funds for any nonrefundable expenses if they register for an event (e.g., conference, dinner meeting, etc.) but do not attend, unless they designate a substitute attendee, or if they cannot attend as the result of a personal illness or emergency, which is limited to one paid event per year.

5. Management Development Funds

Councilmembers are eligible for Management Development Funds, which may be combined with amounts provided under this Policy, as follows:

- a. Management Development Funds may be used in accordance with the City's Management Development Policy No. 3-2.
- b. Amounts shall be the same as unrepresented employees.

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- c. Travel Funds may not be used to supplement Management Development Funds.

6. Equipment, Supplies, and Communication Expenses

a. Miscellaneous Supplies

The following supplies and materials are available to Councilmembers at City Hall for use in conducting official City business:

- A card key for access to City Hall, to be returned when a Councilmember leaves office;
- Miscellaneous office supplies such as paper, writing materials, digital storage devices;
- Business cards.

b. City Souvenirs

City souvenirs are intended for official distribution. A log sheet describing the type and number of items requested by a Councilmember shall be maintained by the City Clerk and copy of the log shall be distributed to the Council quarterly or semiannually. Souvenirs shall be regulated to the following types of items:

- Once City logo item is included as part of the City Council budget.

c. Communication Allowance

Communication tools (e.g., telephones, fax lines, cellphones, data plans, computers and internet access) are necessary for Councilmembers to fulfill their responsibilities of communicating with constituents, City staff members, and others in the course of City business. Each Councilmember shall receive an annual communication budget, and the Mayor shall receive a

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supplemental amount as adopted by the Council in the annual Adopted Budget. This budgeted amount is intended to cover all telecommunication costs including telephones, fax lines, cellphones, data plans, computers, Internet access, etc.

A communications allowance or stipend shall be provided to each Councilmember semi-annually based on the amount included in the Adopted Budget. The communication allowance shall represent reimbursement for actual costs associated with telecommunication items noted above. Such items used shall be for business purposes with a *de minimis* amount of personal usage allowed. Amounts provided are subject to IRS regulations and guidelines.

d. Per-Term Allowances

Councilmembers must have office equipment to discharge their functions and communicate with staff. For each term of office, Councilmembers will be reimbursed by providing supporting documentation, up to the amount adopted by the Council for office equipment. Amounts may not be combined. Any unspent amounts do not carry forward to a subsequent term.

- Computer, Printer and Peripheral Equipment, Fax Copier, Answering Machine, Cellular Phone, Pager, Personal Devices (such as a smart phone, tablet, laptop, etc.) and the actual costs of installing up to two (2) telephone lines, incurred after election to the Council: amount per term as included in the Adopted Budget for the fiscal year elected to office.
- Reimbursement for warranty plans or repairs of office items is allowed. Allowance may not be used for monthly service or usage charges.

7. Council Travel, Meals, and Lodging

All expenses must be incurred in the course of official Councilmember duties for the City. The expenses described in this section shall not exceed the budget allocated to each Councilmember in Section 11 of this policy. All expenses and

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reimbursement claims must be documented with detailed receipts; however, a City Incidental Expense Receipt Form may be used to claim reimbursement for those incidental expenses for a receipt which is lost or not normally provided. Expenses permitted while traveling outside of the City include, but are not limited to, the following:

- a. Airfare. Transportation costs to and from the authorized destination shall not exceed economy-class airfare unless such fare is not available.
- b. Automobile Mileage; Parking; Tolls. Parking, bridge and road tolls (including FasTrak and mileage (which shall be recorded and reimbursed at the current Internal Revenue Service rate for nonitemized travel)). [NOTE: See *www.irs.gov*.]
- c. Car Rental. Rental rates must be the best available rate for a midsize or smaller car.
- d. Taxis/Shuttles. Taxi or shuttle fares, including a 15 percent gratuity per fare, when the cost of such fares is equal to or less than the cost of car rentals, mileage, and parking combined, or when such transportation is necessary for time efficiency.
- e. Airport Parking. Long-term parking must be used for travel exceeding 24 hours.
- f. Baggage. Baggage fees for up to two pieces of checked bags.
- g. Telecommunication Charges. Official business incurred when traveling such as faxing, photocopying, or computer service; and other normal, necessary, and reasonable expenses.
- h. Lodging. If lodging is required in connection with a conference or meeting, lodging expenses shall not exceed the maximum group rate published by the conference or activity sponsor for the meeting if such rates are available at the time of booking. If the group rate is not available, the Councilmember shall use comparable lodging at the best available rate for that area.

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- i. Meals. Meal expenses, associated gratuities, and incidentals up to a total of One Hundred Dollars (\$100) per day, with detailed receipts provided.
8. Local and Miscellaneous Expenses
- a. Guests. Dinner or admission expenses which require a Councilmember's attendance as an official representative of the City and at which a guest would be invited to attend, is permitted. Each Councilmember is allowed to utilize his or her expense account for guest expenses for a maximum of four events. The Mayor is allowed two additional guest expenses for a total of six events.
 - b. Local Meals. Costs incurred by a Councilmember for local meals or lunches in the course of meeting with constituents, staff, or other Councilmembers are not reimbursable and shall not be charged on a Councilmember's procurement card.
 - c. Admission Cost. The portion of the cost of admission or a ticket or donation to an event which represents a charitable, political, or other contribution is not an authorized expense and not reimbursable.
 - d. Professional Development. Costs incurred for professional development (seminars, publications, and memberships) related to a Councilmember's duties as an elected official may be reimbursed as provided for in the City's Professional/Management Development Program Policy and this policy, and are the same amount as provided to unrepresented employees.
9. Budget
- a. Annual Council Budget. The annual budget for the Council expenses shall be recommended by a subcommittee of the Council and approved by the Council in the annual City budget.

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- b. Mayor's Budget. A supplemental amount may be allocated to the Mayor to be used as a contingency for the additional duties of the office. Because the term of the Mayor does not coincide with the fiscal year, the incumbent Mayor will be allocated one-half of this amount for each of the two fiscal years in office.
 - c. Budget Adjustments. Outgoing Councilmembers shall be allocated 50 percent of the budget for their seat. Incoming Councilmembers shall be allocated 50 percent of the budget for their seat.
 - d. Training and Conference Reserve. A training and conference reserve (the "Reserve") account shall be established in an amount approved by the City Council. The Reserve may be used by any Councilmember, Mayor, or Vice Mayor who has exhausted the amount budgeted for Training, Conference, and Travel for their seat, for a purpose consistent with this Policy. The Mayor or Vice Mayor must give prior approval for use of the Reserve by Councilmembers consistent with this Policy.
 - e. Councilmember Budgets. Following adoption of the annual budget, upon request, staff will work with each Councilmember to develop an annual budget within the allocated amount for each member in order to provide a monitoring tool for Councilmembers.
 - f. No Transfer of Councilmember Budget. The budget amount allocated to a Councilmember may not be used to pay for the expenses of, or transferred to, another Councilmember.
 - g. Amendment. The budget may be amended by the Council at any time.
10. Monitoring and Reporting
- a. Expense Report. All expenses and claims for reimbursement shall be submitted to the Finance and Administrative Services Department on City expense report forms within 30 days of the incurred expense, and within the fiscal year in which they were incurred. All expense reports shall be accompanied by detailed receipts and shall document that the expenses

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- 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. All expense reports are subject to audits.
- b. Tracking Expenses. Expenses of Councilmembers are tracked individually against the budgeted amount and reported to Councilmembers as requested.
 - c. Receipts Required. Detailed, itemized receipts are required for all expenses and reimbursement claims.
 - d. Use of Reserve Except as Otherwise Provided in Section 9.d of this Policy. The Mayor, or Vice Mayor in the absence of the Mayor, must approve use of the Reserve under Section 5.d of this policy and shall interpret any questions of policy, legislative intent, and interpretation of a questioned expenditure consistent with this Policy. Neither the Mayor nor Vice Mayor may make interpretations or determinations regarding their own expenditures or use of the "Reserve." The Vice Mayor must approve any use of the Reserve for expenditures of the Mayor. Disputes may be appealed to the Council Finance Committee by individual Councilmembers.
 - e. Personal Responsibility for Payment. Expenditures in excess of the budget amounts or any expenditure not in compliance with this Policy is the responsibility of the individual Councilmember.
 - f. Report to the Council. Each official shall briefly report on meetings attended at City expense at the next scheduled Council meeting. If multiple Councilmembers attended, a joint report may be made.

11. 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 procurement card and/or reimbursement privileges; (2) a demand for restitution to the City; (3) the City's reporting the expenses as income to the elected official to State and Federal tax authorities; (4) civil penalties of up to \$1,000 per day and three times the value of

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the resources used; and (5) prosecution for misuse of public resources pursuant to Section 424 of the Penal Code.

Revised: _____
Revised: April 24, 2007, Resolution No. 17203
Revised: June 22, 2004, Resolution No. 16904
Revised: November 19, 2002, Resolution No. 16748
Effective Date: July 29, 1963

CNL POL
A2-CP-Draft

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CITY COUNCIL POLICY

SUBJECT: CITY COUNCIL POLICY GOVERNING EXPENSES OF THE COUNCIL NO.: A-2

PURPOSE:

~~To establish a policy governing~~ This Policy establishes the guidelines and standards regarding reimbursement of actual and necessary ~~reimbursable and miscellaneous~~ expenses of the City Council incurred in the performance of official City duties.

1. Policy, Legislative Intent, and General Rules

- a. ~~City~~ Councilmembers may incur miscellaneous expenses in fulfilling the responsibilities of an elected official. All expenditures of public funds must be related to the performance of City business. ~~City~~ Councilmembers may be reimbursed for actual and necessary expenses incurred in the performance of authorized City business and official duties in conformance with this Policy. ~~This Policy establishes the guidelines and standards regarding reimbursement of such expenditures incurred by members of the City Council.~~
- ~~b. Certain authorized out-of-pocket expenses incurred by a Councilmember in the performance of their official duties as a representative of the City are eligible for reimbursement as provided in this Policy.~~
- b. ~~e.~~ City funds, equipment, supplies (including letterhead), titles, and staff time must only be used for authorized City business. ~~Councilmembers may utilize City support services for conducting official City business,~~ including the Document Processing Center, voice mail services, document imaging systems ~~and access to, computers,~~ copy machines, ~~etc.~~
- c. ~~d.~~ Councilmembers, upon request, will be provided with City ~~purchasing~~ procurement cards or credit cards, which may be used only for the purposes and in the amounts provided for in this Policy and the Procurement Card Policy 2-11. Detailed receipts of charges on City purchasing cards must be remitted to the City Clerk's Office in a timely manner in support of the monthly statements.

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~~e. Receipts or other substantiation of charges on City purchasing cards must be remitted monthly or upon request.~~

d. ~~f.~~—The amounts identified in this Policy for each specific purpose cannot be exceeded or combined with an amount budgeted for another purpose, ~~or~~ nor may amounts be carried over from one year to the next.

2. Authorized Expenses

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:

a. Communicating with representatives of regional, State, and national government on City-adopted policy positions;

b. Attending educational seminars designed to improve ~~officials'~~ an official's skill and ~~information~~ knowledge levels directly related to City business;

c. Attending a conference or organized educational activity conducted in compliance with Government Code Section 54952.2(c), including ethics training required by Government Code Sections 53234, ~~and following~~ get seq.;

d. Attending a meeting of any multi-jurisdictional governmental body on which the Councilmember serves as the City's designated representative;

e. Attending any meeting or providing service on a given day at the formal request of the Council or attending other regional events or meetings where representing the City in an official capacity;

f. Participating in regional, State, and national organizations whose activities affect the City's interests, including, but not limited to, National League of Cities, League of California Cities, Association of Bay Area Governments, Santa Clara County Cities' Association, Joint Venture: Silicon Valley, Sustainable Communities, Santa Clara Valley Transit Authority, or U.S.

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- ~~Conference of Mayors; International Conference of Shopping Centers or the First Five Commission;~~
- ~~g. Recognizing service to the City (for example, thanking a long time employee with a retirement gift or celebration of appropriate value and cost);~~
- g. ~~h.~~—Attending City events; ~~and~~
- h. ~~i.~~—Implementing a City-approved strategy for attracting or retaining businesses to the City, which will typically involve at least one staff member; ~~and~~
- i. ~~j.~~—Dinner or admission expenses for a spouse or guest ~~pursuant to the policy for local expenses set forth in accordance with~~ Section ~~108.a.~~

3. Expenditures Requiring Council Approval

~~a.~~ Except as set forth in Section 2-~~above~~, all other expenditures require prior approval by the ~~City~~ Council at a public meeting. Any questions regarding the propriety of a particular type of expense should be resolved by the ~~City~~ Council before the expense is incurred.

4. ~~Unauthorized Expenses~~Erroneous Charges of Payments.

~~Expenses charged to a City account or paid in error that are unauthorized per Section 4.a and nonrefundable expenses per Section 4.b under this Policy shall be reimbursed to the City within 30 days of notification.~~

a. ~~Unauthorized Expenses~~

Examples of expenses that the City will not reimburse include, but are not limited to:

The personal portion of any trip;

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- ~~• b.—Except as set forth in Section 10, family expenses, including spouse, guest or partner’s expenses or charges, fees or costs of any Any kind when accompanying a portion of the trip not related to City business;~~
- Expenses for any individual other than the Councilmember on City-related business, activities, or events, ~~as well as expenses related to children, other family members or guests, or pet~~except as set forth in Section 8.a;
- e.—Entertainment expenses, ~~including not related to City business, for example: theater, movies (either in-room or at the theater), movies, sporting events (including golf related expenses) or or activities, personal services such as a massage or use of the gym or other resort or hotel facilities or other cultural, voluntary~~ events;
- d.—~~Non~~mileage—Personal automobile expenses, including repairs, traffic citations, insurance, or gasoline, with the exception of mileage reimbursement, pursuant to Section 10.b;
- e.—Personal losses incurred while on City business;
- f.—Expenditures of a personal nature; ~~e.g., personal (incidentals, clothing, other non-City business-related travel expenses; etc.);~~
- g.—Reimbursement for local meals ~~with constituents, friends, relatives, staff or other Councilmembers is expressly disallowed~~not associated with an overnight event;
- h.—Reimbursement for political contributions or expenses for events sponsored by political organizations, candidates, office holders, or for other political purposes ~~is expressly disallowed; and;~~
- i.—Charitable contributions, expenses, or events;
- Expenses reimbursed by other organizations. Expenses for which a City Councilmember receives reimbursement from another agency are not

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~~reimbursable. The amount of travel expense reimbursed to the City by organizations such as the U.S. Conference of Mayors, National League of Cities, League of California Cities, or other organizations for travel by a Councilmember shall be credited to the travel budget of that Councilmember~~^{5.};

b. Reimbursements of Nonrefundable Expenses. ~~City~~

Councilmembers ~~will be required to pay~~ must reimburse the City with personal funds for any nonrefundable expenses if they register for an event (e.g., conference, dinner meeting, etc.) but do not attend, unless they ~~are able to designate a substitute to attend in their place~~ attendee, or if they cannot attend as the result of a personal illness or emergency. ~~Councilmembers will be permitted, which is limited to~~ one paid ~~but unattended~~ event per year.

~~5.6.~~ Management Development Funds.

Councilmembers are eligible for Management Development Funds, which may be combined with ~~the amounts provided to Councilmembers under this Policy to increase the amount available for purposes permitted by this Policy and the guidelines regarding use of Management Development Funds,~~ as follows:

- a. Management Development Funds may be used ~~for authorized travel expenses~~ in accordance with the City's Management Development Policy No. 3-2.
- b. Amounts shall be the same as unrepresented employees.
- c. Travel Funds may not be used to supplement Management Development Funds.

~~7. Erroneous Charges of Payments. Expenses charged to a City account or paid in error that are not permitted by this Policy shall be reimbursed to the City or otherwise resolved within 60 days of notification.~~

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6.8. Equipment, Supplies, and Communication Expenses

a. Miscellaneous Supplies

The following supplies and materials are available to Councilmembers at City Hall for use in conducting official City business:

- A card key for access to City Hall, to be returned when a Councilmember leaves office;
- Miscellaneous office supplies such as paper, writing materials, etc. digital storage devices;
- Business cards.

b. City Souvenirs

City souvenirs are intended for official distribution. A log sheet describing the type and number of items ~~and amounts~~ requested by a Councilmember ~~for official purposes~~ shall be ~~kept and~~ maintained by the City Clerk and copy of the log shall be distributed to the Council quarterly or semiannually. Souvenirs shall be regulated to the following types of items:

- Once City logo item is included as part of the City Council budget.

c. Communication Allowance~~Costs~~

Communication tools (e.g., telephones, fax lines, cellphones, data plans, computers and internet access) are necessary for Councilmembers to fulfill their responsibilities of communicating with constituents, City staff members, and others in the course of City business. Each Councilmember shall receive an annual communication budget ~~of up to \$1,680~~, and the Mayor shall receive ~~\$2,280~~. a supplemental amount as adopted by the Council in the annual Adopted Budget. This budgeted amount is the maximum amount that can be reimbursed ~~intended~~ to ~~a Councilmember for~~ cover all telecommunication

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costs including telephones, fax lines, cellphones, data plans, computers, Internet access, etc.

A communications purposes. Communication costs incurred in excess of this amount allowance or stipend shall be the responsibility of the Councilmember. Receipts are required for all reimbursement claims provided to each Councilmember semi-annually based on the amount included in the Adopted Budget. The communication allowance shall represent reimbursement for actual costs associated with telecommunication items noted above. Such items used shall be for business purposes with a *de minimis* amount of personal usage allowed. Amounts provided are subject to IRS regulations and guidelines.

Telephone and computer communication costs, with receipts, may be reimbursed as follows:

- Monthly service charges for two (2) telephone lines, or combination of telephone lines and cellular phones.
- Expenses for cellular phones (including flat amounts charged for calling plans) used for City and personal business will be reimbursed up to \$50 per month with receipt for service. The amount to be reimbursed for cellular phone use will be reviewed annually by the Council Finance Committee.
- Reimbursement for toll calls related to City business shall be allowed, provided supporting receipts documenting costs are submitted with reimbursement request identifying City related calls.
- Internet service provider charges in order to enable e-mail communication with appropriate documentation of actual cost.

d. Per-Term Allowances

Councilmembers are required to must have certain types of office equipment to discharge their functions and communicate with staff. For each term of

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office, Councilmembers will be reimbursed ~~for the purchase of~~ by providing supporting documentation, up to the amount adopted by the following types of Council for office equipment ~~up to the amounts shown for each item. The amounts identified for each item. Amounts may not be exceeded or combined with amounts identified for other items. Any unspent amounts do not carry from one term forward to a future term. Receipts are required for all reimbursement claims subsequent term.~~

- ~~• File Cabinet: \$200 per term.~~
- Computer, Printer and Peripheral Equipment, Fax Copier, Answering Machine, Cellular Phone, Pager, Personal ~~Digital Assistant~~ Devices (such as a ~~Palm Pilot~~) smart phone, tablet, laptop, etc.) and the actual costs of installing up to two (2) telephone lines, incurred after election to the City Council: \$3,600 amount per term- as included in the Adopted Budget for the fiscal year elected to office.
- Reimbursement for maintenance warranty plans or repairs of ~~these office~~ items ~~shall be permitted as long as the amount reimbursed remains within the maximum allowance for that piece of equipment. However, these amounts is allowed. Allowance~~ may not be used for monthly service or usage charges.

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7.9. Council Travel, Meals, and Lodging

~~Expenses permitted while traveling outside of the City shall include, but not be limited to, the items. The expenses described in this section. All shall not exceed the budget allocated to each Councilmember in Section 11 of this policy. All expenses and reimbursement claims are subject to this Policy and must be documented with detailed receipts; however, a City Incidental Expense Receipt Form may be used to claim reimbursement for those incidental expenses not exceeding Twenty Five Dollars (\$25), for which a receipt which is lost or not normally provided. The expenses described in this section will not exceed~~ Expenses permitted while traveling outside of the budget allocated City include, but are not limited to each Councilmember as described in, the "Budget" section of this Policy following:

- a. Airfare. Transportation costs to and from the authorized destination shall not exceed economy-class airfare unless such fare is not available. ~~Government and group rates must be used when available.~~
- b. Automobile Mileage; Parking; Tolls. ~~Mileage incurred in the course of official duties~~ Parking, bridge and road tolls (including FasTrak and mileage (which shall be recorded and reimbursed at the current Internal Revenue Service rate for ~~nonitemized~~ nonitemized travel.)). [NOTE: See *www.irs.gov*.] ~~These rates are designed to compensate the driver for gasoline, insurance, maintenance and other expenses associated with operating the vehicle. This mileage amount does not include parking, bridge and road tolls, which are also reimbursable.~~
- c. Car Rental. Rental rates ~~that are~~ must be the best available rate for a midsize or smaller car.
- d. Taxis/Shuttles. Taxi or shuttle fares ~~may be reimbursed~~, including a 15 percent gratuity per fare, when the cost of such fares is equal to or less than the cost of car rentals, ~~gasoline~~ mileage, and parking combined, or when such transportation is necessary for time efficiency.

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- e. Airport Parking. Long-term parking must be used for travel exceeding 24 hours.
- f. Baggage. Baggage ~~handling fees and gratuities of for~~ up to ~~15 percent are reimbursable~~ two pieces of checked bags.
- g. Telecommunication Charges. ~~Telephone charges for~~ Official business ~~made on dates incurred~~ when traveling, ~~clerical or technical assistance~~ such as faxing, photocopying, or computer service; and other normal, necessary, and reasonable expenses ~~may be reimbursed.~~ ~~Telephone, cellular, fax and other telecommunication charges when traveling out of town shall be limited to City business and shall be charged as a travel expense. The travel budget may not be used for communication charges except during out of town travel. Personal calls shall not be reimbursed.~~
- h. Lodging. ~~Lodging expenses at the best available rate for that area for comparable accommodations will be reimbursed or paid for when travel on official City business reasonably requires an overnight stay.~~
 - i. ~~Conferences/Meetings.~~ If ~~such~~ lodging is required in connection with a conference or meeting, lodging expenses shall not exceed the maximum group rate published by the conference or activity sponsor for the meeting ~~in question~~ if such rates are available at the time of booking. If the group rate is not available, the Councilmember shall use comparable lodging at the best available rate for that area ~~consistent with this Policy.~~
- ~~j. Other Lodging. Travelers must request government rates, when available. Lodging rates that are equal to or less than the conference rates or are the best available rate for that area for comparable accommodations are presumed to be reasonable and hence reimbursable for purposes of this Policy.~~
- ~~i.k. Meals. Meal expenses and, associated gratuities may be reimbursed, and incidentals up to a total of One Hundred Dollars (\$100) per day, with detailed receipts provided.~~
- ~~l. Expenses Reimbursed by Other Organizations. Expenses for which a City Councilmember receives reimbursement from another agency are not~~

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SUBJECT: CITY COUNCIL POLICY GOVERNING EXPENSES OF THE COUNCIL NO.: A-2

~~reimbursable. The amount of travel expense reimbursed to the City by organizations such as the U.S. Conference of Mayors, National League of Cities, League of California Cities or other organizations for travel by a Councilmember shall be credited to the travel budget of that Councilmember.~~

8.10. Local and Miscellaneous Expenses

- a. ~~Local Expenses for Guests. Dinner or Admission for Spouse or Guest. Dinner or admission expenses for a spouse or guest may be allowed for events, which require a Councilmember's attendance as an official representative of the City and at which a guest or spouse would be expected invited to attend, is permitted.~~ Each Councilmember is allowed ~~guest expenses for up to three events sponsored by the City, Santa Clara County Cities Association or League of California Cities and one event sponsored by a non-City sponsored organization to utilize his or her expense account for guest expenses for a maximum of four events.~~ The Mayor ~~shall be~~ allowed ~~guest expenses for two additional events (guest expenses for a total of three) sponsored by a non-City sponsored organizations~~ six events.
- b. Local Meals. Costs incurred by a Councilmember for local meals or lunches in the course of meeting with constituents, staff, or other Councilmembers ~~cannot are not reimbursable and shall not be charged to or reimbursed by the City on a Councilmember's procurement card.~~
- c. Admission Cost. The portion of the cost of admission or a ticket or donation to an event which represents a charitable, political, or other contribution is not ~~an authorized expense and not~~ reimbursable under this Policy.
- ~~b.d.~~ d. Professional Development. Costs incurred for professional development (seminars, publications, and memberships) related to a Councilmember's duties as an elected official may be reimbursed ~~from his or her available management development budget as provided for in the City's Professional/Management Development Program Policy and this policy, and are the same amount as provided to unrepresented employees.~~

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9.11. Budget

- a. Annual Council Budget. The annual budget for ~~City~~the Council expenses shall be recommended by a subcommittee of the ~~City~~ Council and approved by the Council in the annual City budget.
- b. Mayor's Budget. A supplemental amount may be allocated to the Mayor to be used as a contingency for the additional duties of the office. Because the term of the Mayor does not coincide with the fiscal year, the incumbent Mayor will be allocated one-half of this amount ~~in~~for each of the two fiscal years in office.
- c. Budget Adjustments. Outgoing Councilmembers shall be allocated 50 percent of the budget for their seat. Incoming Councilmembers shall be allocated 50 percent of the budget for their seat.
- d. Training and Conference Reserve. A "training and conference reserve" (the "Reserve") account shall be established in an amount approved by the City Council. The "Reserve" may be used by any Councilmember, Mayor, or Vice Mayor ~~for a purpose consistent with this Policy and~~ who has exhausted the amount budgeted for Training, Conference, and Travel for their seat, for a purpose consistent with this Policy. The Mayor or Vice Mayor ~~shall approve~~must give prior approval for use of the "Reserve" by Councilmembers consistent with this Policy.
- e. Councilmember Budgets. Following adoption of the annual budget, upon request, staff will work with each Councilmember to develop an annual budget within the ~~amount~~ allocated ~~to~~amount for each member. ~~The purpose of this budget is in order~~ to provide a monitoring tool for ~~each Councilmember~~Councilmembers.
- f. No Transfer of Councilmember Budget. The budget amount allocated to a Councilmember may not be used to pay for the expenses of, or transferred to, another Councilmember.
- g. Amendment. The budget may be amended by the ~~City~~ Council at any time.

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10.12. Monitoring and Reporting

- a. Expense Report. All expenses and claims for reimbursement shall be ~~presented on City expense report forms and should be~~ submitted to the Finance and Administrative Services Department on City expense report forms within ~~60~~30 days of the incurred expense, and ~~shall be received~~ within the ~~same~~ fiscal year in which they were incurred. All expense reports shall be accompanied by detailed receipts and shall document 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. All expense reports are subject to audits.
- b. Tracking Expenses. Expenses of Councilmembers ~~will be~~are tracked individually against the budgeted amount and reported to Councilmembers as requested.
- c. Receipts Required. ~~Receipts supporting reimbursement requests shall be~~Detailed, itemized receipts are required for all expenses and reimbursement claims.
- d. Use of Reserve. ~~Except as Otherwise Provided in Section 9.d of this Policy.~~ The Mayor, or Vice Mayor in the absence of the Mayor, ~~shall~~must approve use of the "Reserve" ~~described in under~~ Section 5.d of this policy and ~~shall~~ interpret any questions of policy, legislative intent, and interpretation of a questioned expenditure consistent with this Policy. Neither the Mayor ~~or~~nor Vice Mayor may make interpretations or determinations regarding their own expenditures or use of the "Reserve." The Vice Mayor ~~shall make decisions required by this Policy regarding~~must approve any use of the Reserve for expenditures of the Mayor. ~~Any Councilmember unhappy with the interpretation or decision of the Mayor or Vice Mayor on the questioned expenditure or use of the "Reserve" Disputes~~ may ~~appeal~~be appealed to the Council Finance Committee by individual Councilmembers.
- e. Personal Responsibility for Payment. ~~Individual Councilmembers are personally responsible for paying any expenditure~~Expenditures in excess of

CITY COUNCIL POLICY

SUBJECT: CITY COUNCIL POLICY GOVERNING EXPENSES OF THE COUNCIL NO.: A-2

~~their~~the budget amounts or any expenditure ~~which is in excess of this Policy or which is~~ not in compliance with this Policy is the responsibility of the individual Councilmember.

- f. Report to the Council. ~~At the following City Council meeting,~~ Each official shall briefly report on meetings attended at City expense; at the next scheduled Council meeting. If multiple Councilmembers attended, a joint report may be made.

~~11.13.~~ 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 procurement card and/or reimbursement privileges; (2) a demand for restitution to the City; (3) the City's reporting the expenses as income to the elected official to State and Federal tax authorities; (4) civil penalties of up to \$1,000 per day and three times the value of the resources used; and (5) prosecution for misuse of public resources pursuant to Section 424 of the Penal Code.

Revised:

Revised: April 24, 2007, Resolution No. 17203

Revised: June 22, 2004, Resolution No. 16904

Revised: November 19, 2002, Resolution No. 16748

Effective Date: July 29, 1963

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A2-CP-so

**MEMORANDUM**Finance and Administrative
Services Department

DATE: February 23, 2016

TO: Council Procedures Committee

FROM: Patty J. Kong, Finance and Administrative Services Director

VIA: Audrey Seymour Ramberg, Acting City Manager

SUBJECT: Fiscal Year 2016-17 City Council Budget

INTRODUCTION

The Council Procedures Committee (CPC) is requested to consider and forward to the City Council any modification recommendations for the Fiscal Year 2016-17 City Council budget. This memorandum has been prepared to provide the CPC with background information of the Council's budget.

There are three attachments to this report as follows:

1. City Council Policy A-2—City Council Policy Governing Expenses of the Council. Discussions regarding the modifications to this policy are also on the CPC's agenda today.
2. Year-to-Date Council Budget Status Report—Budget status report of the City Council budget as of January 31, 2016.
3. Council Budget Analysis.

BACKGROUND AND ANALYSIS**City Council Budget**

City Council Policy A-2—City Council Policy Governing Expenses of the Council (see Attachment 1), Section 11.a., Annual Council Budget, states that, "The annual budget for City Council expenses shall be recommended by a subcommittee of the City Council

and approved by Council in the annual City budget.” For the past few years, the CPC has performed this review.

The Council’s operating budget is composed of salary and benefits, budget allocations for the Mayor and each Councilmember, and several accounts that are used for expenses of the Council as a whole. This last category covers expense items such as general office supplies, printing/photocopying (e.g., business cards; framing of resolutions, certificates, and proclamations, etc.), postage, deliveries, and other costs necessary for ongoing Council activities. Salary and benefit costs are predetermined by the compensation provisions in the City Charter and the benefit options chosen by each Councilmember. For Fiscal Year 2015-16, the personnel costs in the Council’s budget are \$248,499 and the nonpersonnel costs are \$112,660 (includes \$3,000 for capital outlay) for a total of \$361,159.

Currently, the annual budget for each member totals \$8,680 (\$7,000 for training, conference, and travel, and \$1,680 for telecommunications). Pursuant to Council Policy A-2, telecommunication budgets are a fixed amount that cannot be exceeded or supplemented from the training/conference budget. The budget for the Mayor is equal to the Councilmember’s budget plus a supplemental amount of \$5,600 (\$5,000 for training, conference, and travel, and \$600 for telecommunications). One-half of the Mayoral supplement is allocated to each of two Mayors serving in a fiscal year. Council Policy A-2 provides that incoming and outgoing Councilmembers receive one-half of the annual amount budgeted for their seat as their terms begin mid-fiscal year.

In addition, there is a \$20,100 training, conference, and travel reserve described in Council Policy A-2, Section 11.d. The reserve was increased in the current fiscal year budget specifically designated for registration at \$600 per conference for each Councilmember to attend the two annual National League of Cities conferences (Congressional City Conference and Congress of Cities) and the League of California Cities annual conference.

Policy A-2 also provides newly elected and reelected Councilmembers with a per-term allowance of \$3,800 for office equipment necessary to fulfill the responsibilities of their elected office. Up to \$200 is specified for a file cabinet and \$3,600 for a computer, printer, fax capability, cell phone, answering machine, and other equipment necessary to conduct official City business and related communications. The per-term allowances remain available for use throughout the term of office and are not reflected in the operating budget. Since there is an election for Council seats during Fiscal Year 2016-17, per-term allowances for four seats are needed for the upcoming fiscal year.

The Finance and Administrative Services Department separately tracks these budgets and the remaining available balances. The Finance and Administrative Services Director can inform Councilmembers of their available balance as requested.

Prior Fiscal Year Budget Modifications

Council has taken the following actions related to the Council's budget over the past five fiscal years:

- Fiscal Year 2011-12
 - Eliminated funding for team-building/goal-setting facilitator of \$2,500.
 - Reduced funding for miscellaneous supplies by \$2,500.
- Fiscal Year 2012-13
 - Reduced funding for miscellaneous supplies by \$3,000.
- Fiscal Year 2013-14
 - No changes made.
- Fiscal Year 2014-15
 - Increased the reserve for Council travel and training by \$1,800.
 - Increased funding for team-building facilitator \$2,500 (limited period).
- Fiscal Year 2015-16
 - Increased the Mayor's training, conference, and travel budget by \$1,500.
 - Increased the reserve for Council travel and training by \$15,100:
 - \$2,500 to be used by any Councilmember.
 - \$12,600 specifically designated for registration at \$600 per conference for each Councilmember to attend the two annual National League of Cities conferences (Congressional City Conference and Congress of Cities) and the League of California Cities annual conference.

Fiscal Year 2015-16 Budget Status

Attachment 2 is a budget report for the City Council budget. With more than half of the fiscal year elapsed, the total Council operating budget is 44.3 percent expended. Most accounts are trending at or under budget given the timing considerations of when certain expenditures are incurred. In the same period last year, expenditures were at 42.7 percent spent.

Historically, the Council's nonpersonnel services actual expenditures have been an average of 43.1 percent of budget (see Attachment 3).

In total, the Councilmember annual budgets are also trending under budget; however, the timing of when receipts are submitted for reimbursement varies between Councilmembers. Telecommunications budgets range from 0.0 percent to 40.9 percent expended. Training budgets range from 0.0 percent to 75.7 percent spent.

SUMMARY

Fiscal Year 2016-17 Council Budget

With the increase in appropriations for the training, conference, and travel reserve in the current fiscal year, appropriations appear to be adequate. Appropriations for the "common" expenses of the Council as a whole also appear to be sufficient for the coming fiscal year. Staff is requesting CPC direction on the Council's budget and based on the CPC recommendation, staff will incorporate any changes for Council consideration with the Narrative Budget on April 19, 2016.

PJK/3/FIN
546-02-23-16M-E

- Attachments: 1. [City Council Policy A-2](#)
2. Year-to-Date Council Budget Status Report
3. Council Budget Analysis

City of Mountain View
Department Expenditure Detail Report by Sub-Object \$\$\$
By Fund, Department, and Character

As of Date 1/31/2016

Fiscal: 2016
Ledger: GL

Budget Version: AB

Period: 7

Selection ID: Default

FUND: 101 GENERAL FUND

SUBOBJ	DESCRIPTION	% Spent	Adjusted Budget	MTD Actuals	YTD Actuals	Encumbrances	Balance
DEPARTMENT: 01 CITY COUNCIL							
54102	SALARIES	60.04	87,000.00	10,238.17	52,236.22		34,763.78
54121	ONE-TIME PAY						
54300	RETIREMENT (PERS)	46.14	24,223.00	2,051.23	11,177.71		13,045.29
54306	MEDICARE	59.47	1,262.00	137.58	750.62		511.38
54320	LIFE INSURANCE	29.36	940.00	70.29	275.99		664.01
54324	LONG TERM DISABILITY INSURANCE	65.01	251.00	41.64	163.20		87.80
54326	CITY FSA CONTRIBUTION	99.90	1,051.00	1,050.00	1,050.00		1.00
54328	HEALTH	37.71	111,246.00	14,807.68	41,955.58		69,290.42
54335	RETIREEES HEALTH-DEFINED CONTRB	65.85	17,396.00	7,133.44	11,456.77		5,939.23
54338	RETIREEES HEALTH	60.81	5,130.00	585.00	3,120.00		2,010.00
540	PERSONNEL SERVICES	49.16	248,499.00	36,115.03	122,186.09		126,312.91
55100	GENERAL OFFICE	24.68	8,100.00	192.89	1,999.09		6,100.91
55110	COMPUTER EQUIPMENT & SOFTWARE						
55120	SPECIAL MATERIALS & SUPPLIES	65.85	5,960.00	40.00	1,064.90	2,860.00	2,035.10
55140	BOOKS						
55200	MAINT & OPER-OFFICE/SPEC EQUIP						
55310	TELEPHONE & RADIO	9.64	12,360.00	100.00	1,192.53		11,167.47
55490	OTHER PROF/CONTRACT SERVICES				1,500.00		(1,500.00)
55500	TRAINING, CONFERENCE & TRAVEL	33.06	74,100.00	540.59	24,500.58		49,599.42
55508	MEMBERSHIP, DUES & FILING FEES						
55590	MISC EXPENSE	47.73	14,999.32	188.24	4,160.39	2,999.32	7,839.61
550	NON-PERSONNEL SERVICES	34.86	115,519.32	1,061.72	34,417.49	5,859.32	75,242.51
56100	OFFICE & OTHER EQUIPMENT		3,000.00				3,000.00
560	CAPITAL OUTLAY		3,000.00				3,000.00
TOTAL DEPARTMENT 01		44.26	\$367,018.32	\$37,176.75	\$156,603.58	\$5,859.32	\$204,555.42

City of Mountain View
CIP Project Detail Report by Job Sub-Object \$.\$
By GL Index, Job Code and Job Character
As of Date 1/31/2016

Fiscal: 2016
 Ledger: JL

Budget Version: TB
 Period: 7

GL INDEX: 011015 CITY COUNCIL

DESCRIPTION		Total Budget	MTD Actuals	YTD Actuals	LTD Actuals	Encumbrances	Balance
INDEX: CLARKCI CLARK, CHRIS							
553100	TELECOMMUNICATIONS	1,680.00	100.00	350.00	350.00		1,330.00
555000	TRAINING, CONFERENCE & TRAVEL	7,000.00	55.00	3,160.82	3,160.82		3,839.18
550	NON-PERSONNEL SERVICES	\$8,680.00	\$155.00	\$3,510.82	\$3,510.82	\$0.00	\$5,169.18
TOTAL JOB CODE CLARKCI		\$8,680.00	\$155.00	\$3,510.82	\$3,510.82	\$0.00	\$5,169.18
INDEX: CNCLRSV COUNCIL RESERVE TRAINING ACCT							
553100	TELECOMMUNICATIONS	300.00					300.00
555000	TRAINING, CONFERENCE & TRAVEL	22,600.00		6,645.00	6,645.00		15,955.00
550	NON-PERSONNEL SERVICES	\$22,900.00	\$0.00	\$6,645.00	\$6,645.00	\$0.00	\$16,255.00
TOTAL JOB CODE CNCLRSV		\$22,900.00	\$0.00	\$6,645.00	\$6,645.00	\$0.00	\$16,255.00
INDEX: INKSJOH INKS, JOHN							
553100	TELECOMMUNICATIONS	1,680.00					1,680.00
555000	TRAINING, CONFERENCE & TRAVEL	7,000.00					7,000.00
550	NON-PERSONNEL SERVICES	\$8,680.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,680.00
TOTAL JOB CODE INKSJOH		\$8,680.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,680.00
INDEX: KASPERZ KASPERZAK, MICHAEL							
553100	TELECOMMUNICATIONS	1,680.00					1,680.00
555000	TRAINING, CONFERENCE & TRAVEL	7,000.00	405.59	5,300.85	5,300.85		1,699.15
550	NON-PERSONNEL SERVICES	\$8,680.00	\$405.59	\$5,300.85	\$5,300.85	\$0.00	\$3,379.15

City of Mountain View
CIP Project Detail Report by Job Sub-Object \$.\$
By GL Index, Job Code and Job Character
As of Date 1/31/2016

Fiscal: 2016
 Ledger: JL

Budget Version: TB
 Period: 7

GL INDEX: 011015 CITY COUNCIL

DESCRIPTION		Total Budget	MTD Actuals	YTD Actuals	LTD Actuals	Encumbrances	Balance
TOTAL JOB CODE KASPERZ		\$8,680.00	\$405.59	\$5,300.85	\$5,300.85	\$0.00	\$3,379.15
INDEX: MCALIST MCALISTER, JOHN							
553100	TELECOMMUNICATIONS	1,980.00					1,980.00
555000	TRAINING, CONFERENCE & TRAVEL	9,500.00	40.00	3,907.40	3,907.40		5,592.60
550	NON-PERSONNEL SERVICES	\$11,480.00	\$40.00	\$3,907.40	\$3,907.40	\$0.00	\$7,572.60
TOTAL JOB CODE MCALIST		\$11,480.00	\$40.00	\$3,907.40	\$3,907.40	\$0.00	\$7,572.60
INDEX: ROSENBE ROSENBERG, KEN							
553100	TELECOMMUNICATIONS	1,680.00		686.48	686.48		993.52
555000	TRAINING, CONFERENCE & TRAVEL	7,000.00		2,056.24	2,056.24		4,943.76
550	NON-PERSONNEL SERVICES	\$8,680.00	\$0.00	\$2,742.72	\$2,742.72	\$0.00	\$5,937.28
TOTAL JOB CODE ROSENBE		\$8,680.00	\$0.00	\$2,742.72	\$2,742.72	\$0.00	\$5,937.28
INDEX: SHOWAL' SHOWALTER, PAT							
553100	TELECOMMUNICATIONS	1,680.00					1,680.00
555000	TRAINING, CONFERENCE & TRAVEL	7,000.00	40.00	240.00	240.00		6,760.00
550	NON-PERSONNEL SERVICES	\$8,680.00	\$40.00	\$240.00	\$240.00	\$0.00	\$8,440.00
TOTAL JOB CODE SHOWAL'		\$8,680.00	\$40.00	\$240.00	\$240.00	\$0.00	\$8,440.00
INDEX: SIEGELL SIEGEL, LENNY							
553100	TELECOMMUNICATIONS	1,680.00		156.05	156.05		1,523.95
555000	TRAINING, CONFERENCE & TRAVEL	7,000.00		3,190.27	3,190.27		3,809.73

City of Mountain View
CIP Project Detail Report by Job Sub-Object \$.\$
By GL Index, Job Code and Job Character
As of Date 1/31/2016

Fiscal: 2016
 Ledger: JL

Budget Version: TB
 Period: 7

GL INDEX: 011015 CITY COUNCIL

DESCRIPTION	<u>Total Budget</u>	<u>MTD Actuals</u>	<u>YTD Actuals</u>	<u>LTD Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
550 NON-PERSONNEL SERVICES	\$8,680.00	\$0.00	\$3,346.32	\$3,346.32	\$0.00	\$5,333.68
TOTAL JOB CODE SIEGELL	\$8,680.00	\$0.00	\$3,346.32	\$3,346.32	\$0.00	\$5,333.68
RECAP - REVENUES LESS EXPENDITURES	(\$86,460.00)	(\$640.59)	(\$25,693.11)	(\$25,693.11)	\$0.00	(\$60,766.89)

Council Budget Analysis

	FY15-16 Budget	YTD FY2016	FY2015	FY2014	FY2013	FY2012	FY2011	5 Year Average	Average as % of Budget
55100 General Office	8,100	1,999	3,879	3,223	5,118	5,435	5,174	4,566	56.4%
55110 Computer Equip & SW	-	-	86	-	-	-	-	17	-
55120 Special Materials	3,100	1,065	2,071	1,937	3,085	435	1,538	1,813	58.5%
55310 Telephone & Radio	12,360	1,193	5,280	5,126	5,850	7,150	6,160	5,913	47.8%
55490 Other Prof/Contract Svcs	-	1,500	2,430	4,000	-	-	-	1,286	-
55500 Training, Conf & Travel	74,100	24,501	40,806	24,388	24,920	18,728	19,410	25,650	34.6%
55590 Misc Expense	12,000	4,160	10,265	6,663	9,492	4,691	9,219	8,066	67.2%
Total	109,660	34,417	64,817	45,337	48,465	36,439	41,501	47,312	43.1%

**MEMORANDUM**

City Manager's Office

DATE: February 23, 2016

TO: Council Procedures Committee

FROM: Kimberly S. Thomas, Assistant to the City Manager
Michael A. Fuller, Public Works Director

SUBJECT: City Project Dedication Plaques

BACKGROUND

As part of the Council Procedures Committee's agenda plan for this fiscal year, the Committee requested staff analyze different options for dedication plaques. In particular, that staff research the option of including both the names of the Councilmembers who authorized the project, as well as the Councilmembers seated at the time of dedication. This memo summarizes the results of the analysis.

ANALYSIS

Current City practice for dedication plaques is dictated by standing ad hoc procedures, rather than a formal policy. The names and text on the dedication plaque are first reviewed by the City Manager, or his designee, before the plaque is cast. Then the Public Works Department orders the plaques and has them installed. The naming convention has traditionally included the names of the City Council (Council) seated at the time of the dedication, the City Manager, the applicable department director(s), the architect, and contractor. This current process has no provision for recognizing the prior Council (though it was done for the Downtown Parking Structure), or the lead project manager who contributed to the project's completion.

Dedication plaques are typically installed for larger (\$1 million plus) City facilities, parks, and trails. There are logistical considerations for plaque installation in terms of size and installation location. Costs are based primarily on the amount of materials used. Thus, when considering a larger plaque, the cost will be higher. On average, under past practices, City plaques range from \$1,500 to \$2,000 (not including installation).

To review possible Best Practices for naming and size conventions, staff conducted a survey of surrounding agencies. The agencies surveyed are the Cities of Los Altos, Palo Alto, Sunnyvale, Santa Clara, and the County of Santa Clara. The results are as follows:

City	Procedure	Official Policy	Named Officials Include
Los Altos	Bronze decal, 5" diameter, year, resource; place at 1 of 3 visible locations (door, fence, pole)	Yes: Los Altos Historic Plaque Program	No officials named
Palo Alto [†]	N/A	N/A	N/A
Sunnyvale	Facility name, date inscription (if appropriate)	Yes: Policy 7.3.22 Dedication Plaques for Public Buildings	Current councilmembers and councilmembers who budgeted the project, titles of mayor and vice mayor, city manager, department director
Santa Clara	Bronze decal, facility, place, or event being recognized, date, Department of Public Works sets dimension specifications	No: Major/Significant Plaques for City Facilities is covered by an internal instruction	Mayor, councilmembers, former elected officials in office when the project was approved, Department of Public Works, and City Engineer (for large plaques)
County of Santa Clara	No standard font or size; must be legible at a 4th grade level; indicate reason for dedication	Yes: Interpretive Plaques and Monuments in County Parks	No officials named
<p><i>*Sources: Phone Calls and E-mails to All Surveyed Cities</i> <i>†Unable to reply to multiple requests for information.</i></p>			

ALTERNATIVES

Current practice for the names and text on dedication plaques for City facilities, parks, and trails includes:

- Councilmembers at the time of the dedication
- City Manager at time of dedication.
- Public Works Director.
- Director of the department that proposed the project.
- City title, name of facility, and date of dedication.
- Architect and contractor.

The Committee could consider one or more of the following options which could be incorporated into a formal procedure or policy:

1. Councilmembers that authorized the project.
2. High-level staff involved in the project's development.
3. Separate, smaller plaque with staff names.
4. Other direction.

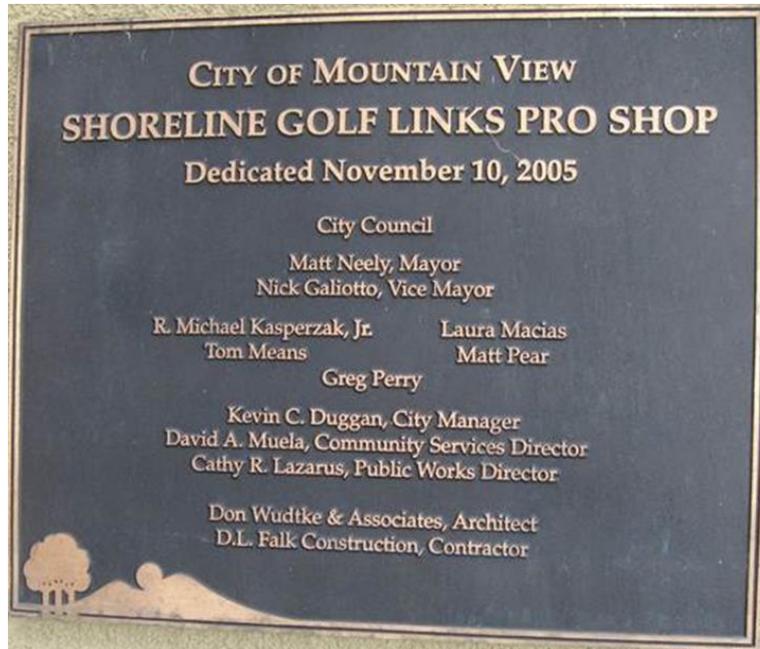
Other Considerations

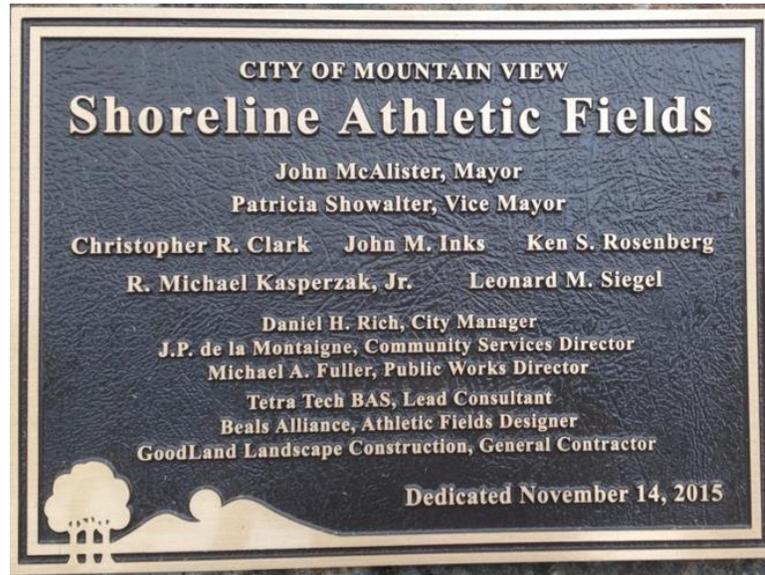
As applicable, the City may also be required to add grant funding sources to dedication plaques.

EXAMPLES

Below are three examples of Mountain View dedication plaques that show different styles of naming conventions. In the top plaque, the seated Council is named. The bottom plaque includes the authorizing Councilmembers (without any titles for either the seated or authorizing Councilmembers, their contributions should be defined). As far as staff can recall, the California/Bryant Parking Structure is the only instance of

previous Councilmembers recognized on a dedication plaque. The last plaque is a recent plaque for the Shoreline Athletic Fields dedication in 2015.





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