



CITY OF
EL SEGUNDO

Resolution No. 4451

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL SEGUNDO ESTABLISHING A REIMBURSEMENT POLICY IN ACCORDANCE WITH GOVERNMENT CODE §§ 53232.2 AND §§ 53232.3 and ASSEMBLY BILL 1234.

- A. Elected and appointed City Officials are responsible for promoting and protecting public health, safety, and welfare. Among other things, these duties may require City Officials to:
1. Discuss the City's concerns with state and federal officials,
 2. Participate in regional, state and national organizations that affect the City's interests,
 3. Attend educational seminars designed to improve City Officials' skills and provide information, and
 4. Promote public service and morale
 5. Attend meetings, ceremonial events and other activities sponsored by constituents, neighborhood groups, business organizations and similar groups
 6. Promote economic development
 7. Meet with constituents, business owners and other with an interest in the City

AUTHORIZED ACTIVITIES

- Communicating with representatives of regional, state and national government on City adopted policy positions,
- Attending educational seminars designed to improve City Officials' skill and information levels,
- Participating in regional, state, and national organizations whose activities affect the City's interests,
- Recognizing service to the City (for example, thanking a longtime employee with a retirement gift or celebration of nominal value and cost),
- Attending City events, and
- Attending meetings with constituents, neighborhood groups, business organizations, and attending conferences for the City-approved purposed of attracting or retaining businesses to the City

UNAUTHORIZED EXPENSES

- The personal portion of any trip. For example, if a City Official elects to travel to an event in advance or stay longer on personal business, the City need only reimburse the City Official for roundtrip travel costs and costs incurred during the event's duration,
- Political or charitable contributions or events,
- Family expenses, including partner's expenses when accompanying a City Official on City-related business,
- Entertainment expenses, including theatre, movies (either in-room or at the theatre), sporting events (including gym, massage and/or golf related expenses), or other cultural events,
- Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline; and
- Personal losses incurred while on City business
- Expenses for which City Officials receive reimbursement from another agency are not reimbursable

- Transportation
 - Airfare
 - Automobile mileage
 - Car rental
 - Taxis/Shuttles
 - Airport parking
 - Other: Baggage handling fees and gratuities
- Lodging
- Meals and Incidental Expenses
- Telephone/Fax/Cellular
- Cash Advance