



TOWN OF HILLSBOROUGH

PERSONNEL POLICY

POLICY 303B

LAST REVISED 8/1/08

SUBJECT: CITY COUNCIL COMPENSATION; EXPENSE REIMBURSEMENT

PURPOSE: To establish a policy that complies with the requirements of AB 1234 (Assembly Bill 1234 California 2005-06 Regular Session), which added Article 2.3 Compensation to Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code. Article 2.3 is divided into five sections: definitions, compensation, reimbursement, expense reports and penalties.

STATEMENT OF POLICY:

Members of the City Council shall serve without the salary authorized by California Government Code Section 36516. (Per California Government Code Section 36516(e), payment of health insurance premiums is not considered salary.) Members of the City Council shall also serve without the compensation authorized by California Government Code Section 53232.1. However, as authorized by California Government Code Sections 53232.2 and 53232.3, members of the City Council may be reimbursed by the Town for actual and necessary expenses incurred in the performance of official duties as set forth in this policy.

PROCEDURES

1. A City Council member wishing to attend the monthly San Mateo County Council of Cities Dinner Meeting shall inform Town staff in advance of the Dinner Meeting and the Town shall pay the dinner charge directly to the event organizer. In the event that the Town's payment is not received by the event organizer, the City Council member may pay the charge personally and be reimbursed that amount by the Town.
2. A City Council member wishing to attend an event sponsored by a local charity supported by the Town shall inform Town staff in advance and the Town shall pay the charge for attending the event directly to the event organizer. In the event that the Town's payment is not received by the event organizer, the City Council member may pay the charge personally and be reimbursed that amount by the Town.
3. A City Council member wishing to attend any other event, seminar, conference, training session, educational activity, meeting, gathering or

program (collectively “program”) in connection with the performance of the council member’s official duties shall, when possible, arrange with Town staff for the Town to pay the charge for attending the program directly to the program provider. Otherwise, the City Council member shall pay the charge personally and be reimbursed by the Town as set forth in this policy. Prior to attending the program, the City Council member shall obtain the concurrence of another person, the Mayor, the Vice Mayor or the City Manager, that the program is relevant to the council member’s performance of his or her official duties.

4. A City Council member may be reimbursed for the reasonable and necessary costs of public and private transportation, meals and lodging actually incurred in connection with attending a program. There shall be no reimbursement for incidental expenses.
 - a. The reasonable cost of public transportation shall be the price of a coach seat (airplane), a second class seat (train) and ordinary subway fare, bus fare, shuttle fare or cab fare (ground transportation).
 - b. The reasonable cost of meals shall be reimbursed at the Town’s per diem rate for multi-day events and single day events shall be at the actual and reasonable cost accompanied by a receipt.
 - c. The reasonable cost of lodging shall be the price of a room of ordinary size and location in the lodgings connected with the program, provided however, that if lodging is offered at a group rate in connection with the program and is available at that rate when the council member books a room, the reasonable cost of lodging shall not exceed the maximum group rate for a room. If lodging is not available at the site of the program, the reasonable cost of lodging shall not exceed that of a room of ordinary size and location in lodgings comparable to a motel rated at three diamonds by the American Automobile Association (AAA).
 - d. A City Council member shall use government and group rates offered by a provider of transportation or lodging when available.
5. Any expense not reimbursable under the above provisions shall not be reimbursed unless the City Council approves the expense in a public meeting before the expense is incurred. If a City Council member chooses to incur additional costs that are above the established rates pursuant to this policy, and those costs have not been approved at a public meeting prior to being incurred, then the City Council member shall be responsible for those additional costs at his/her own expense.
6. Reimbursement requests shall be submitted on a reimbursement form, which shall document that the requested reimbursement meets the requirements of this policy. The form shall be submitted within one month after the last day of the program and shall be accompanied by receipts documenting each expense.
7. A City Council member attending a meeting or charitable event described in 1

or 2 above, or submitting a reimbursement request described in 3, 4 or 5 above, shall make a brief report about the meeting, event or program attended at the Town's expense at the next regular City Council meeting following such attendance. If the City Council member will not be at the next regular City Council meeting, he or she shall submit a brief report in writing to be read aloud at the next regular City Council meeting by the presiding officer. When concurrence that a program was relevant to the council member's performance of his or her official duties was required (per 3 above), the City Council member's report shall state who (Mayor, Vice Mayor or City Manager) so concurred.

Previous revision 3/2/02, 3/13/06