

City Councilmember Office Budget Policy

Purpose

The City Council of National City, during the Adoption of the Fiscal Year 2023-2024 City Budget, included a \$100,000 appropriation for each Councilmember's budget. The purpose of this Policy is to establish uniform guidelines and procedures for the expenditure of the funds to ensure that the funds are expended in the best interests of the City and are consistent with the objectives of the City's Strategic Plan and City Council priorities.

Policy

- A. Each Councilmember must submit an annual appropriation request for review by the Department of Finance and the City Manager as part of the City's Annual Budget Adoption Process.

Budget categories are as follows:

- *Personnel Services*
 - Part time positions
 - Full time positions
 - Professional Services (consultants)
 - *Governmental Purposes*: These are expenditures that are reasonably related to the promotion of the public health, morals, safety or general welfare of the community. These expenditures must be consistent with the City's Adopted Strategic Plan and City Council Priorities.
 - *Training, Travel and Subsistence*: These expenditures are for conferences or training registration fees, travel costs associated with getting to the training/conference, and lodging and meals during the training/conference. The training/conference must have a direct benefit to the City and therefore be considered City business. All requests for reimbursement for travel and conference/training expenses must be consistent with City Council Policy #109 and must be approved by the Purchasing Review Committee.
 - *Materials and Supplies*: These expenditures are for general office supplies, supplies for events or outreach. Purchase of materials and supplies must be consistent with the City's Purchasing Policy.
- B. *Professional Services*: Councilmembers may require, in addition to administrative support, services of a recurring nature or for a specific one-time project which cannot be routinely provided by City staff, either because of the expertise required

or the ongoing workload. Consultants may be employed where City staff is unable to accommodate this need.

- C. *Part Time and Full Time Personnel*: Part time and full time personnel shall be recruited and hired in accordance with the City's personnel hiring policies and practices.
- D. *Restrictions on the Use of Public Resources*: All expenditures are subject to the restrictions on the use of public funds including but not limited to:
 - a. Gift of public funds prohibited.
 - b. Use of public funds or resources for political purposes is prohibited.
 - c. Political activities during the workday are prohibited.
 - d. Public resources cannot be used for political campaign activities.
- E. *Social Media*: To the extent, public resources (i.e. funds or staff) are used for social media; the City's Social Media Policy is applicable. The Social Media Policy is Policy 1.13 and is located in the City Administrative Manual.
- F. *Reimbursement Procedure*: Prior to the expenditure, all reimbursement requests must be submitted to the Mayor (acting as the Department Head) for approval. The request shall show the details of the proposed expenditure with supporting documents. The Mayor shall review the request for compliance with this policy and any other applicable policy and affix his/her signature to signify approval. Should the Mayor not approve a reimbursement request he/she shall notify the City Council within 24 hours of the denial and provide the basis for the denial.