



City of Riverside Administrative Manual

Effective Date: 11/2013
Review Date: 11/2016
Prepared by: City Manager

Approved: _____

Department
City Manager

SUBJECT:

City Equipment Provided to Elected Officials and Expense Reimbursement

PURPOSE:

To facilitate communication in emergency and non-emergency situations, and to assist the Mayor and City Council members in the efficient and effective performance of their duties, the City will provide its elected officials with City equipment to conduct City business and/or reimbursement for expenses associated with this equipment.

POLICY:

To conduct City business effectively in emergency and non-emergency situations, the City will provide its elected officials with the following support:

1. Cellular Phone and/or Regular Phone
 - a. For the Mayor and City Council, the City will provide, upon request, a cellular phone and/or regular phone added for City business including the monthly service charge and City-related phone calls. Elected officials will reimburse the City for any personal use of this equipment.
2. Computer
 - a. For the Mayor and City Council, the City will provide, upon request, a computer, printer, modem and printing supplies for placement at a Council member's residence or business. The City will provide technical support for the installation and ongoing operation of this equipment. If a separate line is required, the City will reimburse for the cost of the line.
3. FAX
 - a. For the Mayor and City Council, the City will provide, upon request, a FAX machine (or FAX capability with a computer) and related supplies. If a separate phone line is necessary, the City will reimburse the cost of this line.
4. PDA
 - a. For the Mayor and City Council, the City will provide, upon request, an electronic, hand-held computer, such as a Personal Data Assistant, for scheduling, e-mail, task recording and other uses. The City will provide technical support.

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5. Camera
 - a. For the Mayor and City Council, the City will provide a camera and film to aid with City-related business such as reporting code violations and photographing zoning cases in the field.

6. Expense Reimbursement for Use of Personal Equipment
 - a. For the Mayor and City Council, the City will reimburse the cost of City business calls on an existing personal cellular or regular telephone upon submission of a request for reimbursement with a copy of the phone bill.

 - b. For the Mayor and City Council members, the City will reimburse 50% of the cost of the basic phone charge for an existing cellular phone or regular phone used for City business upon submission of a request for reimbursement with a copy of the phone bill.

Upon leaving office, all of the aforementioned equipment shall be returned to the City.