

From: [Gilbert Portillo](#)
To: [Phil Brock](#)
Subject: Upcoming conferences
Date: Tuesday, January 17, 2023 12:51:02 PM
Attachments: [Outlook-3acwb1t.png](#)

Hi Phil,

I am working on finalizing registrations and arrangements for upcoming conferences. You are currently registered for the ICA Winter Seminar from February 3-5 in Santa Barbara, the CivicWell Conference from March 16-19 in Pacific Grove, and the NLC Congressional City Conference from March 26-28 in Washington DC.

Your hotel is reserved for Santa Barbara and Pacific Grove. For Washington DC, the last night 3/28 is still waitlisted but you mentioned you booked the Grand Hyatt as a safety hotel. We just need the flight- do you need me to send some flight options? Please let me know if you have preferences on times, airlines, frequent flier number, etc.

I also wanted to mention a budget issue- we are getting close to reaching the budget for your conferences/meetings/travel account for this fiscal year. Current available budget is \$2857.66. With the pending flight and hotel charges for the upcoming conferences, we will most likely surpass this amount. Stephanie mentioned that once you exceed your budget, you will have to make place a 16 item on an upcoming Council agenda requestng use of travel funds from your colleagues on the Council.

We don't have to do this yet, but I wanted to give you the heads up.

Thank you,
Gilbert



Gilbert Portillo
Administrative Staff Assistant
City Council Office

From: [Phil Brock](#)
To: [Gilbert Portillo](#)
Subject: Re: Upcoming conferences
Date: Tuesday, January 17, 2023 3:18:07 PM
Attachments: [Outlook-3acwb1t.png](#)

I haven't made DC flight reservations as of yet. I will let you know within the next few days when I make the reservation or ask for help. I have the grand Hyatt booked in DC (close to the conference hotel) and rooms are less expensive. I will need to arrive on 3/25 and depart on 3/29. You can cancel the conference hotel.

Phil

Phil Brock
Council Member
City of Santa Monica

P: [\(310\) 458-8201](tel:(310)458-8201)
C: [\(310\) 560-3071](tel:(310)560-3071)
santamonica.gov

From: Gilbert Portillo <Gilbert.Portillo@santamonica.gov>
Sent: Tuesday, January 17, 2023 12:51:02 PM
To: Phil Brock <Phil.Brock@santamonica.gov>
Subject: Upcoming conferences

Hi Phil,

I am working on finalizing registrations and arrangements for upcoming conferences. You are currently registered for the ICA Winter Seminar from February 3-5 in Santa Barbara, the CivicWell Conference from March 16-19 in Pacific Grove, and the NLC Congressional City Conference from March 26-28 in Washington DC.

Your hotel is reserved for Santa Barbara and Pacific Grove. For Washington DC, the last night 3/28 is still waitlisted but you mentioned you booked the Grand Hyatt as a safety hotel. We just need the flight- do you need me to send some flight options? Please let me know if you have preferences on times, airlines, frequent flier number, etc.

I also wanted to mention a budget issue- we are getting close to reaching the budget for your conferences/meetings/travel account for this fiscal year. Current available budget is \$2857.66. With the pending flight and hotel charges for the upcoming conferences, we will most likely surpass this amount. Stephanie mentioned that once you exceed your budget, you will have to make place a 16 item on an upcoming Council agenda requestng use of travel funds from your colleagues on the Council.

We don't have to do this yet, but I wanted to give you the heads up.

Thank you,
Gilbert



Gilbert Portillo
Administrative Staff Assistant
City Council Office

From: [Gilbert Portillo](#)
To: [Phil Brock](#)
Subject: Re: Upcoming conferences
Date: Tuesday, January 17, 2023 3:54:46 PM
Attachments: [Outlook-3acwvb1t.png](#)
[Outlook-slcip2ku.png](#)

Sounds good. I have canceled the conference hotel.

But yes, keep me posted about the flight and let me know if I can help.

Best,
Gilbert



Gilbert Portillo
Administrative Staff Assistant
City Council Office

From: Phil Brock <Phil.Brock@santamonica.gov>
Sent: Tuesday, January 17, 2023 3:18 PM
To: Gilbert Portillo <Gilbert.Portillo@santamonica.gov>
Subject: Re: Upcoming conferences

I haven't made DC flight reservations as of yet. I will let you know within the next few days when I make the reservation or ask for help. I have the grand Hyatt booked in DC (close to the conference hotel) and rooms are less expensive. I will need to arrive on 3/25 and depart on 3/29. You can cancel the conference hotel.

Phil

Phil Brock
Council Member
City of Santa Monica

P: [\(310\) 458-8201](tel:(310)458-8201)
C: [\(310\) 560-3071](tel:(310)560-3071)
santamonica.gov

From: Gilbert Portillo <Gilbert.Portillo@santamonica.gov>

Sent: Tuesday, January 17, 2023 12:51:02 PM
To: Phil Brock <Phil.Brock@santamonica.gov>
Subject: Upcoming conferences

Hi Phil,

I am working on finalizing registrations and arrangements for upcoming conferences. You are currently registered for the ICA Winter Seminar from February 3-5 in Santa Barbara, the CivicWell Conference from March 16-19 in Pacific Grove, and the NLC Congressional City Conference from March 26-28 in Washington DC.

Your hotel is reserved for Santa Barbara and Pacific Grove. For Washington DC, the last night 3/28 is still waitlisted but you mentioned you booked the Grand Hyatt as a safety hotel. We just need the flight- do you need me to send some flight options? Please let me know if you have preferences on times, airlines, frequent flier number, etc.

I also wanted to mention a budget issue- we are getting close to reaching the budget for your conferences/meetings/travel account for this fiscal year. Current available budget is \$2857.66. With the pending flight and hotel charges for the upcoming conferences, we will most likely surpass this amount. Stephanie mentioned that once you exceed your budget, you will have to make place a 16 item on an upcoming Council agenda requestng use of travel funds from your colleagues on the Council.

We don't have to do this yet, but I wanted to give you the heads up.

Thank you,
Gilbert



Gilbert Portillo
Administrative Staff Assistant
City Council Office

From: [David White](#)
To: [Phil Brock](#)
Cc: [Anuj Gupta](#); [Gilbert Portillo](#)
Subject: FW: City Councilmember Travel
Date: Wednesday, March 22, 2023 12:28:19 AM
Attachments: [Attachment-10754.pdf](#)
[YTD Council travel budgets 2023 As of 03-21-23.xlsx](#)

Phil, as a follow-up to the email below, attached is the City Council policy regarding travel and a schedule that shows what each councilmember has spent, is project to spend and projected surplus / (deficit).

According to the attachment, it is currently estimated that you will generate a deficit in your travel account of \$2,233. There is currently \$967 in your travel account, and it is projected that you will spend \$3,200 in additional expenditures with NLC-DC and SCAG meeting in the desert. By way of background, for FY22-23, each Councilmember received an equal travel allocation of \$8,331 (this amount is adjusted by CPI annually); this amount is pro-rated for newly-installed Councilmembers. Per the Resolution on Council Travel adopted in 2021 (attached – see Sec. I, Part B on pp. 2-3), travel expenditures by each Councilmember are limited to the amount of funds in his or her individual "trips and meetings" account. One Councilmember may authorize use of a portion of his or her allocation by another Councilmember if authorization is made in writing to the Council Office staff with a copy to the City Manager. In the attachment, based on remaining balances, either Mayor Pro Tem Negrete or Councilmember Torosis may be the best to connect with.

Please let us know if you have any questions.



David White

City Manager

santamonica.gov

[Facebook](#) | [Twitter](#) | [Instagram](#)

[Subscribe to City of Santa Monica Email Updates](#)

From: David White <David.White@santamonica.gov>
Date: Monday, March 20, 2023 at 11:13 AM
To: Phil Brock <Phil.Brock@santamonica.gov>
Cc: Anuj Gupta <Anuj.Gupta@santamonica.gov>
Subject: City Councilmember Travel

Phil, over the next day or so, I will have some information for you regarding Councilmember travel. I learned that you are on track to exceed what is allocated to a councilmember for travel purposes. Anuj will be providing me some background and detail. It appears that the solution is simple, we just need to have a Councilmember agree to transfer some of their travel funds to you. As part of the email we send over, we will let you know who has available balance in the travel account and what I have been preliminary told is that a simple email agreeing to transfer funds will suffice. Once we send over a more detailed email with more information, we can discuss the pathway forward.



David White

City Manager

santamonica.gov

[Facebook](#) | [Twitter](#) | [Instagram](#)

[Subscribe to City of Santa Monica Email Updates](#)

From: [Phil Brock](#)
To: [Lana Negrete](#)
Subject: Fwd: City Councilmember Travel
Date: Thursday, March 23, 2023 12:46:04 PM
Attachments: [Attachment-10754.pdf](#)
[YTD Council travel budgets 2023 As of 03-21-23.xlsx](#)

Hi -

I need a favor from you. We have three months left in our fiscal year and evidently I was just told that I have exceeded my travel budget with two important conferences (one in Palm Desert and one in Sacramento) still to come. Both have meetings of state and Southern California committees that I need to attend as I am on the League of California Public Safety committee and the SCAG Energy and Environment Committee. David suggested that you allow some of your extra funds to be transferred to my fund to erase my deficit and allow me to attend both of these conferences. Will you? Please?

Phil

Phil Brock
Council Member
City of Santa Monica

P: [\(310\) 458-8201](tel:(310)458-8201)
C: [\(310\) 560-3071](tel:(310)560-3071)
santamonica.gov

From: David White <David.White@santamonica.gov>
Sent: Wednesday, March 22, 2023 12:28 AM
To: Phil Brock <Phil.Brock@santamonica.gov>
Cc: Anuj Gupta <Anuj.Gupta@santamonica.gov>; Gilbert Portillo <Gilbert.Portillo@santamonica.gov>
Subject: FW: City Councilmember Travel

Phil, as a follow-up to the email below, attached is the City Council policy regarding travel and a schedule that shows what each councilmember has spent, is project to spend and projected surplus / (deficit).

According to the attachment, it is currently estimated that you will generate a deficit in your travel account of \$2,233. There is currently \$967 in your travel account, and it is projected that you will spend \$3,200 in additional expenditures with NLC-DC and SCAG meeting in the desert. By way of background, for FY22-23, each Councilmember received an equal travel allocation of \$8,331 (this amount is adjusted by CPI annually); this amount is pro-rated for newly-installed Councilmembers. Per the Resolution on Council Travel adopted in 2021 (attached – see Sec. I, Part B on pp. 2-3), travel expenditures by each Councilmember are

limited to the amount of funds in his or her individual "trips and meetings" account. One Councilmember may authorize use of a portion of his or her allocation by another Councilmember if authorization is made in writing to the Council Office staff with a copy to the City Manager. In the attachment, based on remaining balances, either Mayor Pro Tem Negrete or Councilmember Torosis may be the best to connect with.

Please let us know if you have any questions.



David White

City Manager

santamonica.gov

[Facebook](#) | [Twitter](#) | [Instagram](#)

[Subscribe to City of Santa Monica Email Updates](#)

From: David White <David.White@santamonica.gov>

Date: Monday, March 20, 2023 at 11:13 AM

To: Phil Brock <Phil.Brock@santamonica.gov>

Cc: Anuj Gupta <Anuj.Gupta@santamonica.gov>

Subject: City Councilmember Travel

Phil, over the next day or so, I will have some information for you regarding Councilmember travel. I learned that you are on track to exceed what is allocated to a councilmember for travel purposes. Anuj will be providing me some background and detail. It appears that the solution is simple, we just need to have a Councilmember agree to transfer some of their travel funds to you. As part of the email we send over, we will let you know who has available balance in the travel account and what I have been preliminary told is that a simple email agreeing to transfer funds will suffice. Once we send over a more detailed email with more information, we can discuss the pathway forward.



David White

City Manager

santamonica.gov

[Facebook](#) | [Twitter](#) | [Instagram](#)

[Subscribe to City of Santa Monica Email Updates](#)

From: [Phil Brock](#)
To: [Caroline Torosis](#)
Subject: Fwd: City Councilmember Travel
Date: Wednesday, March 29, 2023 7:35:53 PM
Attachments: [Attachment-10754.pdf](#)
[YTD Council travel budgets 2023 As of 03-21-23.xlsx](#)

Hi -

I need a favor from you. We have three months left in our fiscal year and evidently I was just told that I have exceeded my travel budget with two important conferences (one in Palm Desert and one in Sacramento) still to come. Both have meetings of state and Southern California committees that I need to attend as I am on the League of California Public Safety committee and the SCAG Energy and Environment Committee. David suggested that you allow some of your extra funds to be transferred to my fund to erase my deficit and allow me to attend both of these conferences. Will you? Please?

Phil

Phil Brock
Council Member
City of Santa Monica

P: [\(310\) 458-8201](tel:(310)458-8201)
C: [\(310\) 560-3071](tel:(310)560-3071)
santamonica.gov

From: David White <David.White@santamonica.gov>
Sent: Wednesday, March 22, 2023 12:28 AM
To: Phil Brock <Phil.Brock@santamonica.gov>
Cc: Anuj Gupta <Anuj.Gupta@santamonica.gov>; Gilbert Portillo <Gilbert.Portillo@santamonica.gov>
Subject: FW: City Councilmember Travel

Phil, as a follow-up to the email below, attached is the City Council policy regarding travel and a schedule that shows what each councilmember has spent, is project to spend and projected surplus / (deficit).

According to the attachment, it is currently estimated that you will generate a deficit in your travel account of \$2,233. There is currently \$967 in your travel account, and it is projected that you will spend \$3,200 in additional expenditures with NLC-DC and SCAG meeting in the desert. By way of background, for FY22-23, each Councilmember received an equal travel allocation of \$8,331 (this amount is adjusted by CPI annually); this amount is pro-rated for

newly-installed Councilmembers. Per the Resolution on Council Travel adopted in 2021 (attached – see Sec. I, Part B on pp. 2-3), travel expenditures by each Councilmember are limited to the amount of funds in his or her individual "trips and meetings" account. One Councilmember may authorize use of a portion of his or her allocation by another Councilmember if authorization is made in writing to the Council Office staff with a copy to the City Manager. In the attachment, based on remaining balances, either Mayor Pro Tem Negrete or Councilmember Torosis may be the best to connect with.

Please let us know if you have any questions.



David White

City Manager

santamonica.gov

[Facebook](#) | [Twitter](#) | [Instagram](#)

[Subscribe to City of Santa Monica Email Updates](#)

From: David White <David.White@santamonica.gov>

Date: Monday, March 20, 2023 at 11:13 AM

To: Phil Brock <Phil.Brock@santamonica.gov>

Cc: Anuj Gupta <Anuj.Gupta@santamonica.gov>

Subject: City Councilmember Travel

Phil, over the next day or so, I will have some information for you regarding Councilmember travel. I learned that you are on track to exceed what is allocated to a councilmember for travel purposes. Anuj will be providing me some background and detail. It appears that the solution is simple, we just need to have a Councilmember agree to transfer some of their travel funds to you. As part of the email we send over, we will let you know who has available balance in the travel account and what I have been preliminary told is that a simple email agreeing to transfer funds will suffice. Once we send over a more detailed email with more information, we can discuss the pathway forward.



David White

City Manager

santamonica.gov

[Facebook](#) | [Twitter](#) | [Instagram](#)

[Subscribe to City of Santa Monica Email Updates](#)

From: [Phil Brock](#)
To: [Gilbert Portillo](#)
Subject: Re: City Councilmember Travel
Date: Wednesday, March 29, 2023 9:16:57 PM

I emailed Lana and mentioned it to her as well. She said she had a Latino conference to attend in NYC in July. I explained that would be from next year's budget but I don't think she believes me. I just sent a request to Councilmember Torosis as well. Need guidance on what else to do.

Phil Brock
Council Member
City of Santa Monica

P: [\(310\) 458-8201](tel:(310)458-8201)
C: [\(310\) 560-3071](tel:(310)560-3071)
santamonica.gov

From: Gilbert Portillo <Gilbert.Portillo@santamonica.gov>
Sent: Wednesday, March 29, 2023 1:58:23 PM
To: Phil Brock <Phil.Brock@santamonica.gov>
Subject: Re: City Councilmember Travel

Hi Phil,

Were you able to have a colleague agree to share some of their travel funds? I'm working to finalize the expense report for CivicWell and will be completing NLC CCC upon your return.

From: David White <David.White@santamonica.gov>
Sent: Wednesday, March 22, 2023 12:28 AM
To: Phil Brock <Phil.Brock@santamonica.gov>
Cc: Anuj Gupta <Anuj.Gupta@santamonica.gov>; Gilbert Portillo <Gilbert.Portillo@santamonica.gov>
Subject: FW: City Councilmember Travel

Phil, as a follow-up to the email below, attached is the City Council policy regarding travel and a schedule that shows what each councilmember has spent, is project to spend and projected surplus / (deficit).

According to the attachment, it is currently estimated that you will generate a deficit in your travel account of \$2,233. There is currently \$967 in your travel account, and it is projected that you will spend \$3,200 in additional expenditures with NLC-DC and SCAG meeting in the desert. By way of background, for FY22-23, each Councilmember received an equal travel

allocation of \$8,331 (this amount is adjusted by CPI annually); this amount is pro-rated for newly-installed Councilmembers. Per the Resolution on Council Travel adopted in 2021 (attached – see Sec. I, Part B on pp. 2-3), travel expenditures by each Councilmember are limited to the amount of funds in his or her individual "trips and meetings" account. One Councilmember may authorize use of a portion of his or her allocation by another Councilmember if authorization is made in writing to the Council Office staff with a copy to the City Manager. In the attachment, based on remaining balances, either Mayor Pro Tem Negrete or Councilmember Torosis may be the best to connect with.

Please let us know if you have any questions.



David White

City Manager

santamonica.gov

[Facebook](#) | [Twitter](#) | [Instagram](#)

[Subscribe to City of Santa Monica Email Updates](#)

From: David White <David.White@santamonica.gov>

Date: Monday, March 20, 2023 at 11:13 AM

To: Phil Brock <Phil.Brock@santamonica.gov>

Cc: Anuj Gupta <Anuj.Gupta@santamonica.gov>

Subject: City Councilmember Travel

Phil, over the next day or so, I will have some information for you regarding Councilmember travel. I learned that you are on track to exceed what is allocated to a councilmember for travel purposes. Anuj will be providing me some background and detail. It appears that the solution is simple, we just need to have a Councilmember agree to transfer some of their travel funds to you. As part of the email we send over, we will let you know who has available balance in the travel account and what I have been preliminary told is that a simple email agreeing to transfer funds will suffice. Once we send over a more detailed email with more information, we can discuss the pathway forward.



David White

City Manager

santamonica.gov

[Facebook](#) | [Twitter](#) | [Instagram](#)

[Subscribe to City of Santa Monica Email Updates](#)

From: [Gilbert Portillo](#)
To: [Phil Brock](#)
Subject: Re: City Councilmember Travel
Date: Thursday, March 30, 2023 9:45:29 AM

Got it. Some of the conference might come out of this year's budget since some charges (registration, maybe flight) will post before the end of this fiscal year. I will double check with Finance. But if Caroline is able to, that may be the best option as she has not used her funds yet and I'm not aware of any conferences she plans to attend.

From: Phil Brock <Phil.Brock@santamonica.gov>
Sent: Wednesday, March 29, 2023 9:16 PM
To: Gilbert Portillo <Gilbert.Portillo@santamonica.gov>
Subject: Re: City Councilmember Travel

I emailed Lana and mentioned it to her as well. She said she had a Latino conference to attend in NYC in July. I explained that would be from next year's budget but I don't think she believes me. I just sent a request to Councilmember Torosis as well. Need guidance on what else to do.

Phil Brock
Council Member
City of Santa Monica

P: [\(310\) 458-8201](tel:(310)458-8201)
C: [\(310\) 560-3071](tel:(310)560-3071)
santamonica.gov

From: Gilbert Portillo <Gilbert.Portillo@santamonica.gov>
Sent: Wednesday, March 29, 2023 1:58:23 PM
To: Phil Brock <Phil.Brock@santamonica.gov>
Subject: Re: City Councilmember Travel

Hi Phil,

Were you able to have a colleague agree to share some of their travel funds? I'm working to finalize the expense report for CivicWell and will be completing NLC CCC upon your return.

From: David White <David.White@santamonica.gov>
Sent: Wednesday, March 22, 2023 12:28 AM
To: Phil Brock <Phil.Brock@santamonica.gov>
Cc: Anuj Gupta <Anuj.Gupta@santamonica.gov>; Gilbert Portillo <Gilbert.Portillo@santamonica.gov>

Subject: FW: City Councilmember Travel

Phil, as a follow-up to the email below, attached is the City Council policy regarding travel and a schedule that shows what each councilmember has spent, is project to spend and projected surplus / (deficit).

According to the attachment, it is currently estimated that you will generate a deficit in your travel account of \$2,233. There is currently \$967 in your travel account, and it is projected that you will spend \$3,200 in additional expenditures with NLC-DC and SCAG meeting in the desert. By way of background, for FY22-23, each Councilmember received an equal travel allocation of \$8,331 (this amount is adjusted by CPI annually); this amount is pro-rated for newly-installed Councilmembers. Per the Resolution on Council Travel adopted in 2021 (attached – see Sec. I, Part B on pp. 2-3), travel expenditures by each Councilmember are limited to the amount of funds in his or her individual "trips and meetings" account. One Councilmember may authorize use of a portion of his or her allocation by another Councilmember if authorization is made in writing to the Council Office staff with a copy to the City Manager. In the attachment, based on remaining balances, either Mayor Pro Tem Negrete or Councilmember Torosis may be the best to connect with.

Please let us know if you have any questions.



David White

City Manager

santamonica.gov

[Facebook](#) | [Twitter](#) | [Instagram](#)

[Subscribe to City of Santa Monica Email Updates](#)

From: David White <David.White@santamonica.gov>

Date: Monday, March 20, 2023 at 11:13 AM

To: Phil Brock <Phil.Brock@santamonica.gov>

Cc: Anuj Gupta <Anuj.Gupta@santamonica.gov>

Subject: City Councilmember Travel

Phil, over the next day or so, I will have some information for you regarding Councilmember travel. I learned that you are on track to exceed what is allocated to a councilmember for travel purposes. Anuj will be providing me some background and detail. It appears that the solution is simple, we just need to have a Councilmember agree to transfer some of their travel funds to you. As part of the email we send over, we will let you know who has available balance in the travel account and what I have been preliminary told is that a simple email agreeing to transfer funds will suffice. Once we

send over a more detailed email with more information, we can discuss the pathway forward.



David White

City Manager

santamonica.gov

[Facebook](#) | [Twitter](#) | [Instagram](#)

[Subscribe to City of Santa Monica Email Updates](#)

From: [Caroline Torosis](#)
To: [Phil Brock](#)
Cc: [David White](#)
Subject: Re: City Councilmember Travel
Date: Friday, March 31, 2023 10:38:04 AM

Hi Phil,

Apologies for the delay. I am planning to attend a couple of conferences, both SCAG and ICMA and I'm not quite sure how much I will have left.

I'm happy to give \$250 if that helps?

Caroline

From: Phil Brock <Phil.Brock@santamonica.gov>
Sent: Wednesday, March 29, 2023 7:35:52 PM
To: Caroline Torosis <Caroline.Torosis@santamonica.gov>
Subject: Fwd: City Councilmember Travel

Hi -

I need a favor from you. We have three months left in our fiscal year and evidently I was just told that I have exceeded my travel budget with two important conferences (one in Palm Desert and one in Sacramento) still to come. Both have meetings of state and Southern California committees that I need to attend as I am on the League of California Public Safety committee and the SCAG Energy and Environment Committee. David suggested that you allow some of your extra funds to be transferred to my fund to erase my deficit and allow me to attend both of these conferences. Will you? Please?

Phil

Phil Brock
Council Member
City of Santa Monica

P: [\(310\) 458-8201](tel:(310)458-8201)
C: [\(310\) 560-3071](tel:(310)560-3071)
santamonica.gov

From: David White <David.White@santamonica.gov>
Sent: Wednesday, March 22, 2023 12:28 AM
To: Phil Brock <Phil.Brock@santamonica.gov>
Cc: Anuj Gupta <Anuj.Gupta@santamonica.gov>; Gilbert Portillo

<Gilbert.Portillo@santamonica.gov>

Subject: FW: City Councilmember Travel

Phil, as a follow-up to the email below, attached is the City Council policy regarding travel and a schedule that shows what each councilmember has spent, is project to spend and projected surplus / (deficit).

According to the attachment, it is currently estimated that you will generate a deficit in your travel account of \$2,233. There is currently \$967 in your travel account, and it is projected that you will spend \$3,200 in additional expenditures with NLC-DC and SCAG meeting in the desert. By way of background, for FY22-23, each Councilmember received an equal travel allocation of \$8,331 (this amount is adjusted by CPI annually); this amount is pro-rated for newly-installed Councilmembers. Per the Resolution on Council Travel adopted in 2021 (attached – see Sec. I, Part B on pp. 2-3), travel expenditures by each Councilmember are limited to the amount of funds in his or her individual "trips and meetings" account. One Councilmember may authorize use of a portion of his or her allocation by another Councilmember if authorization is made in writing to the Council Office staff with a copy to the City Manager. In the attachment, based on remaining balances, either Mayor Pro Tem Negrete or Councilmember Torosis may be the best to connect with.

Please let us know if you have any questions.



David White

City Manager

santamonica.gov

[Facebook](#) | [Twitter](#) | [Instagram](#)

[Subscribe to City of Santa Monica Email Updates](#)

From: David White <David.White@santamonica.gov>

Date: Monday, March 20, 2023 at 11:13 AM

To: Phil Brock <Phil.Brock@santamonica.gov>

Cc: Anuj Gupta <Anuj.Gupta@santamonica.gov>

Subject: City Councilmember Travel

Phil, over the next day or so, I will have some information for you regarding Councilmember travel. I learned that you are on track to exceed what is allocated to a councilmember for travel purposes. Anuj will be providing me some background and detail. It appears that the solution is simple, we just need to have a Councilmember agree to transfer some of their travel funds to you. As part of the

email we send over, we will let you know who has available balance in the travel account and what I have been preliminary told is that a simple email agreeing to transfer funds will suffice. Once we send over a more detailed email with more information, we can discuss the pathway forward.



David White

City Manager

santamonica.gov

[Facebook](#) | [Twitter](#) | [Instagram](#)

[Subscribe to City of Santa Monica Email Updates](#)

From: [Phil Brock](#)
To: [Caroline Torosis](#)
Cc: [David White](#)
Subject: Re: City Councilmember Travel
Date: Friday, March 31, 2023 12:46:41 PM

It all helps. Thank you.

Phil

Phil Brock
Council Member
City of Santa Monica

P: [\(310\) 458-8201](tel:(310)458-8201)
C: [\(310\) 560-3071](tel:(310)560-3071)
santamonica.gov

From: Caroline Torosis <Caroline.Torosis@santamonica.gov>
Sent: Friday, March 31, 2023 1:38:04 PM
To: Phil Brock <Phil.Brock@santamonica.gov>
Cc: David White <David.White@santamonica.gov>
Subject: Re: City Councilmember Travel

Hi Phil,

Apologies for the delay. I am planning to attend a couple of conferences, both SCAG and ICMA and I'm not quite sure how much I will have left.

I'm happy to give \$250 if that helps?

Caroline

From: Phil Brock <Phil.Brock@santamonica.gov>
Sent: Wednesday, March 29, 2023 7:35:52 PM
To: Caroline Torosis <Caroline.Torosis@santamonica.gov>
Subject: Fwd: City Councilmember Travel

Hi -

I need a favor from you. We have three months left in our fiscal year and evidently I was just told that I have exceeded my travel budget with two important conferences (one in Palm Desert and one in Sacramento) still to come. Both have meetings of state and Southern California committees that I need to attend as I am on the League of California Public Safety

committee and the SCAG Energy and Environment Committee. David suggested that you allow some of your extra funds to be transferred to my fund to erase my deficit and allow me to attend both of these conferences. Will you? Please?

Phil

Phil Brock
Council Member
City of Santa Monica

P: [\(310\) 458-8201](tel:(310)458-8201)
C: [\(310\) 560-3071](tel:(310)560-3071)
santamonica.gov

From: David White <David.White@santamonica.gov>
Sent: Wednesday, March 22, 2023 12:28 AM
To: Phil Brock <Phil.Brock@santamonica.gov>
Cc: Anuj Gupta <Anuj.Gupta@santamonica.gov>; Gilbert Portillo <Gilbert.Portillo@santamonica.gov>
Subject: FW: City Councilmember Travel

Phil, as a follow-up to the email below, attached is the City Council policy regarding travel and a schedule that shows what each councilmember has spent, is project to spend and projected surplus / (deficit).

According to the attachment, it is currently estimated that you will generate a deficit in your travel account of \$2,233. There is currently \$967 in your travel account, and it is projected that you will spend \$3,200 in additional expenditures with NLC-DC and SCAG meeting in the desert. By way of background, for FY22-23, each Councilmember received an equal travel allocation of \$8,331 (this amount is adjusted by CPI annually); this amount is pro-rated for newly-installed Councilmembers. Per the Resolution on Council Travel adopted in 2021 (attached – see Sec. I, Part B on pp. 2-3), travel expenditures by each Councilmember are limited to the amount of funds in his or her individual "trips and meetings" account. One Councilmember may authorize use of a portion of his or her allocation by another Councilmember if authorization is made in writing to the Council Office staff with a copy to the City Manager. In the attachment, based on remaining balances, either Mayor Pro Tem Negrete or Councilmember Torosis may be the best to connect with.

Please let us know if you have any questions.



David White

City Manager

santamonica.gov

[Facebook](#) | [Twitter](#) | [Instagram](#)

[Subscribe to City of Santa Monica Email Updates](#)

From: David White <David.White@santamonica.gov>

Date: Monday, March 20, 2023 at 11:13 AM

To: Phil Brock <Phil.Brock@santamonica.gov>

Cc: Anuj Gupta <Anuj.Gupta@santamonica.gov>

Subject: City Councilmember Travel

Phil, over the next day or so, I will have some information for you regarding Councilmember travel. I learned that you are on track to exceed what is allocated to a councilmember for travel purposes. Anuj will be providing me some background and detail. It appears that the solution is simple, we just need to have a Councilmember agree to transfer some of their travel funds to you. As part of the email we send over, we will let you know who has available balance in the travel account and what I have been preliminary told is that a simple email agreeing to transfer funds will suffice. Once we send over a more detailed email with more information, we can discuss the pathway forward.



David White

City Manager

santamonica.gov

[Facebook](#) | [Twitter](#) | [Instagram](#)

[Subscribe to City of Santa Monica Email Updates](#)

City Council Meeting: January 26, 2021

Santa Monica, California

RESOLUTION NUMBER ____ (CCS)

(City Council Series)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA MONICA REGARDING TRAVEL BY COUNCIL MEMBERS TO INCLUDE CITY COUNCIL GUIDELINES AND STANDARDS REGARDING COUNCIL TRAVEL, STAFF ASSISTANCE FOR, CITY ISSUED TECHNOLOGY EQUIPMENT AND ACCEPTED USE, AND OTHER RESOURCES AVAILABLE TO COUNCILMEMBERS

WHEREAS, Section 602 of the City Charter of the City of Santa Monica provides that members of the City Council shall receive reimbursement for necessary travel and other expenses when on official duty out of the City on order of the City Council upon the same terms and conditions applicable to City departmental directors; and

WHEREAS, Councilmembers require certain technology equipment and services to review Council agenda packet materials, conduct constituent outreach and policy research, and perform other tasks necessary to their duties as Councilmembers in an optimal manner; and

WHEREAS, on March 25, 1980, the City Council adopted Resolution No. 5532, which clarified Section 602 of the City Charter by establishing a policy regarding travel by Councilmembers; and

WHEREAS, on May 19, 1998, the City Council adopted Resolution No. 9270, which amended and expanded Resolution No. 5532 to include City Council guidelines and standards regarding Council travel, staff assistance for, and other resources available to Council members; and

WHEREAS, on October 7, 2005, California adopted Assembly Bill 1234, which, among other things, implemented statewide rules governing travel reimbursement for City Council members; and

WHEREAS, on October 16, 2017, the City adopted Administrative Instruction II-4-10, Employee Access and Use of Computer Networks, Retention and Destruction of Electronic Communications, a copy of which is attached as Exhibit A and incorporated herein by reference, which sets policies and procedures for use of the City's computer equipment, networks (wired and wireless), cloud computing environments, internet, and intranet and for the use, ownership, retention and destruction of all electronic data stored and managed by the City's electronic communications systems, and which applies to all City employees, officers, consultants, contractors, and temporary agency employees authorized to use the City's electronic communications systems or networks while conducting City business as regular or temporary users; and

WHEREAS, on October 16, 2017, the City adopted revised Administrative Instruction II-4-12, Employee Access of City and Personal Telecommunications Equipment, a copy of which is attached as Exhibit B and incorporated herein by reference, which sets policies and procedures for the use of City- and employee-owned telecommunications equipment, including telephones, cellular phones, smartphones, tablets, laptops, personal computers, and mobile data devices, by City staff for conducting City business, and which applies to all employees who are issued or authorized to use City-owned telecommunications equipment or are authorized to use their personal devices for conducting City business on a regular or temporary basis; and

WHEREAS, on May 1, 2019, the City adopted revised Administrative Instruction IV-2-1, Travel and Meeting Expenses and Mileage Reimbursements, a copy of which is attached as Exhibit C and incorporated herein by reference, which sets policy and establishes procedures for travel, meeting, and mileage reimbursements for any individual that conducts business on behalf of the City of Santa Monica, including Council members (pursuant to City Charter Section 602(c)), members of City Boards and Commissions, City staff members, and contractors; and

WHEREAS, given the adoption of Assembly Bill 1234, significant changes in technology, and the City's implementation of the updated administrative instructions described above, all of which have occurred after the adoption of Resolution No. 9270, the City Council desires to update and revise its guidelines and standards regarding council travel, staff assistance for, city issued technology equipment and accepted use, and other resources available to councilmembers;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SANTA MONICA DOES RESOLVE AS FOLLOWS:

SECTION I. Council Travel and Expense. In accordance with Government Code Sections 36514.5, 53232.2 it is the policy of the City to pay actual and necessary expenses incurred by Council members when they travel while conducting official City business. In furtherance of this policy, the following guidelines are established:

- A. *Councilmembers' attendance at conferences and meetings*. Councilmembers are authorized to attend conferences, conventions, meetings, educational seminars and other events sponsored by those organizations in which the City holds membership or sponsored by the City. Examples of such organizations are National League of Cities, League of California, Cities, Local Government Commission, Independent Cities Associations and the Southern California Association of Governments. Any other travel by Councilmembers and all travel by outgoing (post-election) Councilmembers must be approved at a duly noticed Council meeting, by a simple majority of the members in attendance.
- B. *Travel Budget*. Each Councilmember shall receive budget authority for an equal amount of travel funds at the beginning of each fiscal year. The amount of budget authority is revised each year based on the Consumer Price Index (CPI) applied to the City's Supplies

and Expenses accounts. For outgoing Councilmembers and those standing for re-election, five-twelfths of the annual travel budget will be allocated at the beginning of the fiscal year; for incoming Councilmembers and those re-elected, seven-twelfths of the annual travel budget will be allocated when the Councilmember is installed. Travel expenditures by each Councilmember are limited to the amount of funds in his or her individual "trips and meetings" account. One Councilmember may authorize use of a portion of his or her allocation by another Councilmember if authorization is made in writing to the Council Office staff with a copy to the City Manager.

- C. *Expenses Reimbursed.* Guidance regarding reimbursable expenses is included in City Administrative Instruction IV-2-1, Travel and Meeting Expenses and Mileage Reimbursements, which must be adhered to by all Councilmembers. This guidance, and the procedures for reimbursement set forth in this guidance, are intended to comply with Government Code Sections 53232.2 and 53232.3.
- D. *Reports on Travel.* In accordance with Government Code Section 53232.3(d), Council members who attend conferences or other meetings and request reimbursement of expenses by the City must provide a brief report on the meeting(s) attended at the expense of the City at the next regular meeting of the City Council.

SECTION II. Hosting Events for Visiting Dignitaries. The City may host social events intended to welcome dignitaries visiting the City in their official capacity as an elected or appointed official of a governmental entity, foreign or domestic. Within the constraints of the Council Office budget (public entertainment line item), the following procedures and policies apply:

- A. A Councilmember shall place an item on the City Council agenda to request advance approval for hosting and paying for the event. The request should include identification of the guests to be invited, a "not to exceed" cost of the event, the official purpose of the visit and any written itinerary from the visiting dignitaries.
- B. All Councilmembers shall be invited to attend any approved event for visiting dignitaries.
- C. All guests invited to attend an approved event shall have an official purpose for attending the event or shall be the spouse or companion of a City official or visiting dignitary.

SECTION III. Resources Available for Conducting City Business. Certain resources are required by Councilmembers to conduct City business. Within the constraints of the budget and upon request from the Councilmember, the following resources will be made available:

- A. A key or access card to City Hall and the Council Office to be returned when a Councilmember leaves office.
- B. A reasonable amount of office supplies (including stationary), photographic portraits of the Councilmember and business cards for official City use.
- C. Publications, professional journals and other written, audio or video materials required by a Councilmember to conduct City business, as long as all materials are paid for from a Councilmember's budget allocation.
- D. Information Retrieval/Research by City Staff. A Councilmember may directly request routine, easily retrievable information from a staff member regarding an issue pending before the Council, an issue which the Councilmember intends to bring to the Council, or an issue previously established as Council policy. Such direct requests should be made through the City Manager, City Clerk, or City Attorney as appropriate and within departmental or administrative policies.
- E. Responses to Citizen's Complaints by City Staff. Complaints about the administrative affairs of the City should be directed by the Councilmember to the City Manager or to the Council Office for a response through the City's incident response system. Councilmembers may request that staff respond directly to the constituent or back to the inquiring Councilmember so that he or she may personally contact the complainant.
- F. Assistance of Staff in Speech and Correspondence Preparation. Councilmembers are entitled to a reasonable amount of staff assistance for speech and correspondence preparation related to City business. The City Manager will evaluate the request and assign appropriate staff resources. When available, an outline of issues to be covered as well as available supporting material is to be provided by the requesting Councilmember. Requests should be limited to a speech or correspondence that reflects adopted Council policy or relates to matters that have been or will be considered by the Council
- G. Intergovernmental Assignments. Reasonable staff assistance will be provided to Councilmembers serving on or seeking appointment to a nonpartisan intergovernmental body when the Council has approved appointment of a member to that body or, in the case when the Council is not the approving body, if the Council has consented to that member sitting on that body. For purposes of this policy, intergovernmental bodies are broadly defined to include committees of intergovernmental agencies or organizations. Use of staff shall be consistent with the following guidelines:
 - 1. If the intergovernmental body has its own professional staff, such staff should be used to the greatest practical extent, rather than City staff.

2. City staff may attend the intergovernmental meeting if the Councilmember requests such attendance with the approval of departmental and City management.
 3. The primary responsibility of staff is to review issues before the intergovernmental body as they may affect the City and advise and assist the Councilmember in presenting issues before the full Council or representing Council's position before the body.
- H. Routine Support Services. The Council Office staff provides routine support services to Councilmembers including the following:
1. Preparation of correspondence relating to official City business within the resource restraints of the adopted budget and the limitations noted above. Each of the Councilmembers will be given equal consideration. City resources will not be made available for correspondence to or for political organizations, in support of a Councilmember's pursuit of an elective or partisan office, in support of or opposition to a ballot measure, or in support of someone else's pursuit of an elective or partisan office.
 2. Assistance in scheduling meetings concerning City business and making logistical and travel arrangements for official meetings. This includes but is not limited to arranging for meeting rooms. The fee for the room shall be consistent with the fees charged to City staff and may be charged to the City Council Office budget.
 3. Assistance in securing single copies of official records.
 4. Unless otherwise requested by a Councilmember, Council mail will be opened daily and if of a non-urgent nature, distributed with the agenda on Thursday and before Council meetings on Tuesday evening. If there is no council meeting scheduled during a two-week period, then mail will be delivered to the Councilmember's home at least once weekly. Councilmembers may pick up mail at City Hall at any time.
 5. Response, at a Councilmember's request, to telephone inquiries.

SECTION IV. City issued Technology Equipment and Accepted Use. To support the Council in constituent outreach, policy research, and other uses necessary to their services as Councilmembers, the City will provide each Council member with technology equipment as described below:

1. Each Councilmember will be provided with one laptop, one smartphone, and one tablet device. The City will issue equipment in accordance with City standards as described below. In selecting equipment, each Councilmember will have the option to select a laptop, smartphone, and tablet from the following two options:

Device	Option 1	Option 2	City Provided Service Plan	Service Plan Estimated Cost	City Provided Internet Access?
Laptop	City's current standard user Windows Laptop, with docking station, external monitor, keyboard, and mouse.	City's current standard user Mac Laptop, with docking station, external monitor, keyboard, and mouse.	N/A	N/A	Yes, via smart phone hotspot using smart phone data plan.
Smart Phone	City's current standard Android phone.	City's current standard Apple phone.	Unlimited plan: includes unlimited data, texts, calls, and hotspot. Does not include international services when used outside of the U.S.	\$50.70/month	Yes, via data plan.
Tablet	City's current standard android tablet.	City's current standard Apple tablet.	N/A	N/A	Yes, via smart phone hotspot using smart phone data plan.

All equipment must be returned to the City when the Councilmember leaves office. All services paid for by the City will be discontinued when the Councilmember leaves office.

2. Each Councilmember will be provided with a smart phone and service through the City's standard service plan. The service plan will include unlimited data, texts, and calls. The plan will also include hotspot service for enabling internet access connection for a tablet and laptop. The service plan will be paid for by the City through the City's service contract with the service provider. The City will only be responsible for paying for the service plan as outlined above. The City will not pay for or reimburse Councilmembers for any other services outside of what is described above, such as in-home internet access or television/cable service.

3. When travelling outside of the U.S. for official City business, Councilmembers may request for the City to temporarily activate an international data and voice service plan for their smart phone. Such service will be paid for by the City when used specifically for the purposes of conducting official City business. Requests to activate international data and voice service must be communicated to the City at least two weeks in advance of the scheduled travel date.
4. As with all City technology, the Information Services Department will provide technical support and training to Councilmembers on the use of City issued technology equipment as needed.
5. On a routine basis, the City will require that any “end-of-life” equipment be returned to the City, to be replaced with new equipment in order to keep current with City standards. This equipment will be replaced as follows: laptops every four years and smartphones every three years.
6. Councilmembers may elect to purchase their City issued end-of-life laptops, tablets, or cellphones (including device accessories) after they have been retired as per the terms above. The fair market value of the device will be determined by the Information Services Department through benchmarking of third-party technology resellers. If a councilmember chooses to purchase the device, it will be provided “as is” with a standard operating system and, where applicable, the standard software productivity suite. No warranty support or service will be provided for these devices by the Information Services Department.
7. Any Councilmember who is currently receiving a subsidy for home Internet Service will continue to receive this subsidy until such time as they are no longer part of the Council.
8. Councilmembers will use City issued technology equipment in accordance with the policies and procedures set forth in City Administrative Instruction II-4-10, Employee Access and Use of Computer Networks, Retention and Destruction of Electronic Communications, and City Administrative Instruction II-4-12, Employee Access of City and Personal Telecommunications Equipment.

SECTION V. The City Clerk shall certify to the adoption of this Resolution, and thenceforth and thereafter the same shall be in full force and effect.

APPROVED AS TO FORM:

GEORGE S. CARDONA
Interim City Attorney

Adopted and approved this ___ of ___, 2021

_____, Mayor

I, Denise Anderson-Warren, City Clerk of the City of Santa Monica, do hereby certify that the foregoing Resolution ___ (CCS) was duly adopted at a meeting of the Santa Monica City Council held on the ___ of ___, 2021 by the following vote

ATTEST:

DENISE ANDERSON-WARREN

City Clerk

Exhibit A

Administrative Instruction II-4-10, Employee Access and Use of
Computer Networks, Retention and Destruction of Electronic Communications



ADMINISTRATIVE INSTRUCTION

SUBJECT: Employee Access and Use of Computer Networks, Retention and Destruction of Electronic Communications

NUMBER: II-4-10

EFFECTIVE DATE: October 16, 2017 (Revised)

PAGE: 1 of 10

I. PURPOSE

The purpose of this Administrative Instruction is to set forth policies and procedures for City employees' use of the City's computer equipment, networks (wired and wireless), Cloud computing environments, Internet, and Intranet and for the use, ownership, retention and destruction of all electronic data stored and managed by the City's electronic communications systems.

II. SCOPE

This Administrative Instruction pertains to all City employees, officers, consultants, contractors, and temporary agency employees authorized to use the City's electronic communications systems or networks while conducting City business as regular or temporary users. User authorizations are to be obtained in advance as outlined in this Administrative Instruction.

III. DEFINITIONS

- A. **Electronic Mail Message** - A document created or received on an electronic mail system including e-mail, instant messages, tasks, brief notes, more formal or substantive narrative documents, appointments, calendar entries and any attachments, such as word processing text, data, photos, audio, video and other electronic documents, which may be transmitted with the message to an internal or external address.
- B. **Voicemail Message** – A digital audio recording contained in voicemail or email communications systems.
- C. **Instant Message** – An immediate, limited, and temporary electronic message sent via an instant messaging program that appears on the recipient's screen as soon as it is transmitted.
- D. **Electronic Communications Systems** – Computer applications used to create, receive, store, and transmit electronic communications, documents, and calendar entries, and electronic communications, which include electronic mail messages, voicemail messages, and instant messages.



ADMINISTRATIVE INSTRUCTION

SUBJECT: Employee Access and Use of Computer Networks, Retention and Destruction of Electronic Communications

NUMBER: II-4-10

EFFECTIVE DATE: October 16, 2017 (Revised)

PAGE: 2 of 10

- E. **Computer Equipment** – Electronic hardware that can store, process, or send data and information. Electronic hardware includes servers, desktop computers, portable computers, tablet computers, switches, routers, printers, scanners, copiers, plotters, digital cameras, cellular telephones, and similar devices.
- F. **Personal Electronic Device (“PED”)** – Any Computer Equipment owned by a City employee or official and not provided or owned by the City.
- G. **Internet** – A cooperative content hosting and forwarding system that links millions of computers together globally in a network where any computer can communicate with any other computer. Users of the Internet can view information on the World Wide Web, exchange electronic mail messages, participate in electronic discussion forums, send files from any connected computer to any other connected computer and remotely access and manage data and other computers using a variety of languages known as protocols.
- H. **Intranet** - A private network that is contained within an organization and can only be accessed by employees or authorized persons of the organization. The main purpose of an Intranet is to share company information and computing resources among employees.
- I. **Malicious Programs** – Unauthorized programs such as viruses, worms, spyware, malware, ransomware or any unsolicited programs that can cause damage to a computer or information on a computer or network. They have the ability to use one computer to attack or spread themselves to other computers. They can attack or spread in many ways including using external media such as CD's or portable drives, downloading information and software programs off the Internet, browsing infected Internet sites, instant messaging, and opening email attachments.
- J. **Computer Network** – A wired or wireless (Wi-Fi) communications system comprised of network servers, web servers, relational databases, desktop computers, switches, routers, hubs, storage area networks (SAN's), printers, networked scanners, copiers, plotters, reference information storage systems (RISS), interactive voice response(IVR) systems, voice over internet protocol (VoIP) systems, and software and applications licensed by the City.



ADMINISTRATIVE INSTRUCTION

SUBJECT: Employee Access and Use of
Computer Networks, Retention
and Destruction of Electronic
Communications

NUMBER: II-4-10

EFFECTIVE DATE: October 16, 2017 (Revised)

PAGE: 3 of 10

IV. POLICY

- A. The City's computer network shall be used solely for City business purposes and not for personal use. Personal use of the City's computer network may result in termination of system access and disciplinary action up to and including termination. De minimis and occasional use of the City's computer network conducted during an employee's break periods is permitted.
- B. The City's electronic communications systems are meant to facilitate City business communication among City staff, and between City staff the public, consultants, and any other individuals contacted in the course of City business. The intended use of the City's computer equipment and networks, Internet, or Intranet is to allow employees to create, manage, locate, retrieve, and disseminate information for City business purposes.
- C. Access to the City's computer networks, Internet, or Intranet may, at the request of the employee's Department Head, be restricted for employees who do not require such access in the regular course of their duties.
- D. Acceptable use of the City's computer network and electronic communications systems is the responsibility of every authorized user whether they use City computer equipment or personal devices.
- E. Electronic communications sent or received using the City's electronic communications systems are not private, and are subject to viewing and review by appropriate City employees. The author of each electronic communication must be aware at all times that he or she loses all control over that communication once it is sent, and all such messages are capable of being forwarded without the express permission of the original author. City users must use caution in the transmission and dissemination of messages, and must comply with all state and federal laws.
- F. Data and files stored on the City's computer network, and electronic communications sent or received on the City's electronic communications systems, may be public records and therefore subject to release unless an exemption under the California Public Records Act will prevent disclosure or authorize withholding.



ADMINISTRATIVE INSTRUCTION

SUBJECT: Employee Access and Use of Computer Networks, Retention and Destruction of Electronic Communications

NUMBER: II-4-10

EFFECTIVE DATE: October 16, 2017 (Revised)

PAGE: 4 of 10

G. Data Storage

1. The system is not intended, designed or maintained to be used as the official records management or storage system for the City.
2. Employees may store or transfer files and data related to City business only on cloud-based storage systems, computer equipment, hard disc drives, or other media (including USB storage drives, DVDs, and CDs) approved by the Information Services Department.

H. Inappropriate Use

Use of electronic communications systems or computer networks shall be consistent with normal City business activities and in a way that is appropriate and non-offensive. Inappropriate or offensive use by City staff will be subject to disciplinary action. Inappropriate or offensive use includes, but is not limited to, the following examples:

1. Illegal activities;
2. Sending or posting threats or encouragement of bodily harm, the destruction of property; discriminatory messages; harassment, sexual or otherwise, as defined in any of the City's anti-harassment or anti-discrimination policies City policies or other applicable law;
3. Use of electronic communications systems with malicious intent, to compromise the integrity of the City and its business in any way;
4. Libel or defamation;
5. Obscene messages;
6. Posting anonymous messages;
7. Political endorsements;
8. Commercial activities, Solicitation of funds for personal financial gain, or fraud;



ADMINISTRATIVE INSTRUCTION

SUBJECT: Employee Access and Use of Computer Networks, Retention and Destruction of Electronic Communications

NUMBER: II-4-10

EFFECTIVE DATE: October 16, 2017 (Revised)

PAGE: 5 of 10

9. Participating in any type of financial fraud such as "pyramid schemes," "Ponzi schemes," or "chain letters."
10. Adding, removing, modifying network header and machine access code information in an effort to deceive or mislead;
11. Unauthorized use of another person's account ID, password;
12. Unauthorized sharing of passwords with other employees or members of the public;
13. Accessing, or attempting to access, the accounts of others, or to penetrate, or attempt to penetrate, security measures of the City's network, Internet, Intranet or another entity's computer software or hardware, electronic communications system, or telecommunications system without permission or authority;
14. Transmitting SPAM (Irrelevant or inappropriate messages to a large number of recipients);
15. Intentionally disrupting network traffic or causing the city's computer network or connected systems to malfunction, including the transmission of viruses, worms, bots or other malicious electronic code or documents;
16. Unauthorized installation or alteration of computer hardware or software;
17. The unauthorized destruction, removal, or deletion of any City files or data including but not limited to any files located on the network, desktop computers or any City-owned computer equipment;
18. Use of portable media including flash drives, SD drives, DVD's, and CD's to store and copy data, files, content from any City computers and from the City network, unless approved by the Chief Information Officer or designee;
19. Downloading or installation of audio, video, data or executable files for personal use, including, but not limited to photos, screen savers, music and movies;



ADMINISTRATIVE INSTRUCTION

SUBJECT: Employee Access and Use of Computer Networks, Retention and Destruction of Electronic Communications

NUMBER: II-4-10

EFFECTIVE DATE: October 16, 2017 (Revised)

PAGE: 6 of 10

20. Invading the privacy of individuals except in the course of conducting City business;
21. Reselling, extending, bridging, or otherwise misusing the Intranet and Intranet connections and or services;
22. Use of electronic communications systems which violates any City policies or practices that address appropriate behavior, outline rights, and set expectations for employees' conduct and behavior while at work;
23. Use of third party electronic communications system(s) on City equipment without prior authorization by the Chief Information Officer or designee;
24. Use of online file storage services other than the City's OneDrive for Business or other ISD-approved online file storage services.

I. Ownership, Confidentiality and Disclosure

1. Electronic communications systems are the property of the City, and all uses, content stored and messages processed and sent are subject to audit, review and possible disclosure.
2. The City, through its managers and supervisors, reserves the right to review the contents of employees' electronic files and electronic communications when necessary for City business purposes.
3. If abuse is suspected, and with approval from the Director of Human Resources and the Department Head, supervisors shall have the authority to inspect the content of any electronic communications possessed by a subordinate on City-owned devices.



ADMINISTRATIVE INSTRUCTION

SUBJECT: Employee Access and Use of Computer Networks, Retention and Destruction of Electronic Communications

NUMBER: II-4-10

EFFECTIVE DATE: October 16, 2017 (Revised)

PAGE: 7 of 10

4. If an employee creates, receives, or stores electronic records related to City business on a personal electronic device the employee must forward a copy of any such records to the City computer network as soon as practicable by sending or copying their City email address. Further, the City may ask the employee to review personal electronic devices (PEDs) for such records to respond to requests for public records. For additional details on the use of PEDs, please review Administrative Instruction II-4-12 on Employee Use of City and Personal Telecommunications Equipment.
5. Information Services staff will at all times maintain the confidentiality of electronic communications residing on the computer network, except as necessary to comply with this Policy. Such items will not be casually examined or disclosed by any Information Services staff, regardless of access capability.
6. Designated Information Services staff authorized by the Chief Information Officer may, in the course of their duties, monitor activities in the electronic communications systems regarding suspected violations or security breaches whenever they may occur, and perform appropriate follow up.
7. Designated Information Services staff may access and review electronic documents and files only when authorized by the Chief Information Officer and the employee's Department Head.
8. Former employees have no right to the contents of electronic communications created during their time of employment with the City.
9. Former employees shall not access or attempt to access the City's computer network or electronic communications systems.
10. Upon leaving employment with the City, a user's electronic communications may be accessed for the purpose of saving those messages that pertain to City business. Rights to these files may be reassigned to another employee if necessary to conduct City business.



ADMINISTRATIVE INSTRUCTION

SUBJECT: Employee Access and Use of
Computer Networks, Retention
and Destruction of Electronic
Communications

NUMBER: II-4-10

EFFECTIVE DATE: October 16, 2017 (Revised)

PAGE: 8 of 10

11. The City will monitor and may disclose any electronic communications stored on the computer network under the following circumstances:
 - a) If required by law to do so such as, but not limited to, subpoena and public records act requests;
 - b) In the course of an investigation triggered by indications of impropriety or as necessary to locate substantive information for business purposes;
 - c) When necessary to investigate a possible violation of a City policy or a breach of the security of the electronic communications system;
 - d) In the event there is reasonable suspicion that a user has committed or is committing a crime against the City or for which the City could be held liable.

J. Security and Access Violations

1. Information Services staff will make every effort to secure access to the electronic communications systems to authorized users only, and to permit "mailbox" and calendar usage only to those users authorized by the City.
2. All users are to keep their user logins and passwords to email and instant message queues private.
3. While employees may set a confidential password, they should be aware that this does not suggest that the system is for personal use or confidential communication.
4. Users must not disclose their passwords to any other person for any reason.



ADMINISTRATIVE INSTRUCTION

SUBJECT: Employee Access and Use of Computer Networks, Retention and Destruction of Electronic Communications

NUMBER: II-4-10

EFFECTIVE DATE: October 16, 2017 (Revised)

PAGE: 9 of 10

5. Users have the ability to change their password at will, and are required to do so on a regular basis, as outlined by Information Services staff.
6. Any employee found to have engaged in access violations will be subject to termination of computer network access, disciplinary action, and criminal prosecution.
7. Employees will be required to complete an annual City information security training as approved by the CIO. Failure to complete the training successfully may result in the suspension of access to the City's networks.

K. Communications Retention and Destruction

1. Emails are retained on the City's servers for two years. Voicemails and instant messages are retained for 30 days.
2. Text and SMS messages created or received on cellular phones may be public records. If an employee uses text or SMS messages to conduct City business, the employee must capture the message using a means which ensures the entirety of the communication is preserved, and forward that communication to the employee's City email address with a subject line enabling subsequent search for the subject of the communication.
3. No employee shall knowingly or corruptly alter, destroy, mutilate, or conceal a record, document or other object, with the intent to impair the object's integrity or availability for use in an official proceeding.



ADMINISTRATIVE INSTRUCTION

SUBJECT: Employee Access and Use of Computer Networks, Retention and Destruction of Electronic Communications

NUMBER: II-4-10

EFFECTIVE DATE: October 16, 2017 (Revised)

PAGE: 10 of 10

V. PROCEDURES AND RESPONSIBILITIES

Procedure

Responsible Person(s)

Add/Remove License and Service

Requests for adding or removing employees to or from the City's electronic messaging systems are submitted via the through the New User Account Request form in Service Desk

Division Manager

Employees are added and removed from electronic communications systems when requested and approved by the appropriate Division Manager

Helpdesk

Add/Remove Network Access

Requests for adding or removing employees to or from the City's networks are submitted in writing via a City Software Login Authorization Form to the Helpdesk. A copy of the City Software Login Authorization Form can be obtained from the Information Services Intranet site or by contacting the Helpdesk.

Division Manager

Employees are added and removed from the City's networks when requested and approved by the appropriate Division Manager

Helpdesk

VI. AUTHORIZED BY

Rick Cole
City Manager

Exhibit B

Administrative Instruction II-4-12, Employee Access of City and
Personal Telecommunications Equipment



ADMINISTRATIVE INSTRUCTION

SUBJECT: Employee Access of City and
Personal Telecommunications
Equipment

NUMBER: II-4-12

EFFECTIVE DATE: October 16, 2017 (Revised)

PAGE: 1 of 19

I. PURPOSE

The purpose of this Administrative Instruction is to set forth policies and procedures for the use of City- and employee-owned telecommunications equipment by City staff for conducting City business. This equipment includes telephones, cellular phones, smartphones, tablets, laptops, personal computers, and mobile data devices.

This policy is intended to protect the security and integrity of the City's data and technology infrastructure, and to ensure retention of public records which may be created or stored on City- and employee-owned telecommunications equipment. Limited exceptions to the policy may occur due to variations in devices and platforms.

The City of Santa Monica allows its employees to use personally-owned telecommunications equipment at work for conducting City business or accessing City e-mail and the City internal website (eDesk) to receive City-related information. The City reserves the right to revoke this privilege if users do not abide by the policies and procedures outlined below.

II. SCOPE

This Administrative Instruction applies to all employees who are issued or authorized to use City-owned telecommunications equipment or are authorized to use their personal devices for conducting City business on a regular or temporary basis. Authorizations must be obtained in advance as outlined in this procedure.



ADMINISTRATIVE INSTRUCTION

SUBJECT: Employee Access of City and
Personal Telecommunications
Equipment

NUMBER: II-4-12

EFFECTIVE DATE: October 16, 2017 (Revised)

PAGE: 2 of 19

III. DEFINITIONS

- a) **Telecommunications Equipment:** Any type of device which can access the internet or other telecommunications system, including telephones, cellular phones, smart phones, tablets, laptops or mobile data devices.
- b) **Telephones:** Landline phones located in each department and City facility. Telephones are most commonly located at each desk or workstation, and have the capability for local and long-distance calling.
- c) **Cellular Phones:** Portable telephones that communicate over wireless networks.
- d) **Smartphones:** Cellular phones that perform many of the functions of a computer, typically having a touchscreen interface, Internet access, and an operating system capable of running downloaded applications.
- e) **Tablets:** Portable computers that generally accept input directly onto an LCD screen rather than via an external keyboard or mouse.
- f) **Mobile Data Device:** A type of computer laptop, or device that enables another device to receive Internet access over a cellular data connection instead of using telephone landlines or a wired connection and capable of running automated software applications.
- g) **Jailbroken:** A device which has had software restrictions imposed by the manufacturer removed using a series of software exploits. Jailbreaking permits root access to the operating system, allowing the downloading and installation of additional applications, extensions, and themes that are otherwise unavailable.



ADMINISTRATIVE INSTRUCTION

SUBJECT: Employee Access of City and
Personal Telecommunications
Equipment

NUMBER: II-4-12

EFFECTIVE DATE: October 16, 2017 (Revised)

PAGE: 3 of 19

IV. POLICY

A. Assignment of City-owned Telecommunications Equipment

1. Any City-owned Telecommunications Equipment issued to an employee is entirely at the discretion of the City and the Employee's Department Head and the Chief Information Officer. The device is not considered a benefit, or part of the employee's compensation.
2. All requests for City-owned telecommunications equipment must be approved by the employee's Department Head and the Chief Information Officer or his or her designee.
3. Basis for approvals. The type of telecommunications equipment assigned to an employee will vary based upon the employee's job duties. Departments will be advised by Information Services staff on the most cost-effective device for the employee's work-related telecommunications needs. Periodic reviews and adjustments will be made by Information Services staff and departments.

The following criteria will be applied to determine the type of equipment to be assigned:

- a) Telephones may be approved and issued to employees in City offices when there is a need for public or inter-office communications. Cellular phones should not be a replacement for standard City radio communications equipment. Cellular phones may be approved and issued to employees when there is a critical need for immediately-accessible communications at all hours of the day, or for an employee who is not often at a desk where a wired telephone would be available. Cellular phones may also be approved and issued to employees responsible for emergency response situations and emergency preparedness activities and employees who are frequently called upon to make administrative decisions off-site or during off-hours. They should only be issued to employees with radio equipment when the duties and responsibilities require them to leave their vehicles for extended periods of time or to communicate directly with outside vendors or agencies in the usual course of their field work.



ADMINISTRATIVE INSTRUCTION

SUBJECT: Employee Access of City and
Personal Telecommunications
Equipment

NUMBER: II-4-12

EFFECTIVE DATE: October 16, 2017 (Revised)

PAGE: 4 of 19

- b) Smartphones should not be a replacement for cellular phones or standard City radio communications equipment. They should only be issued to employees who meet the following criteria. Smartphones may be approved and issued to employees with a critical need for immediately-accessible internet, email, or computer access at all hours of the day, or for an employee who is not often at a desk where a standard computer would be available. Smartphones may also be approved and issued to employees responsible for emergency response situations and emergency preparedness activities and employees who are frequently called upon to make administrative decisions off-site or during off-hours or have a need to use cameras for documentation or to access data, e-mail or mobile business applications when away from their primary computer or when working in the field.
- c) Tablet devices should not be a replacement for cellular phones or smartphones. Tablets may be approved and issued to employees with a critical need for immediately-accessible internet, email, or computer access at all hours of the day, or for an employee who is not often at a desk where a standard computer would be available and these functions would require more screen space than is possible on a smartphone.
- d) Mobile data devices should not be a replacement for cellular phones or standard City radio communications equipment. Mobile data devices may be approved and issued to employees who are responsible for managing critical public safety operations, division managers and Department Heads who are frequently called upon to make administrative decisions off-site or during off-hours and supervisory staff responsible for managing large capital improvement projects or community programs who are regularly away from the office and require Internet access.



ADMINISTRATIVE INSTRUCTION

SUBJECT: Employee Access of City and
Personal Telecommunications
Equipment

NUMBER: II-4-12

EFFECTIVE DATE: October 16, 2017 (Revised)

PAGE: 5 of 19

4. All telecommunications equipment and service costs will be charged to the City Utility- Telephone account of the corresponding division and should be budgeted for in advance.
5. The employee will be issued City-owned equipment solely by Information Services Staff and only from a service provider currently under contract with the City.
6. Employee access to the City's computer network and data must be approved by the employee's Department Head or his or her designee and is limited based on user profiles defined and managed by ISD.
7. Upon termination of employment, all City-owned telecommunications equipment issued to the terminated employee must be immediately returned to the employee's Supervisor.
 - a) The Supervisor is responsible for receiving all of the equipment, verifying that it is in working order, and for documenting missing or inoperable components of the assigned equipment.
 - b) The Supervisor shall report problems with the equipment and any equipment reassignments to the ISD Help Desk immediately.
8. Lost or stolen City-owned equipment must be reported to the Supervisor of the employee to whom the equipment was issued, Risk Management, and the ISD Help Desk as soon as possible.

Employees who lose equipment shall be subject to the following policy:

- a) The first equipment loss will be paid for by the City from the Utility-Telephone account of the division in which the employee works.
- b) Any subsequent equipment losses by the same employee will be paid for by the employee.



ADMINISTRATIVE INSTRUCTION

SUBJECT: Employee Access of City and
Personal Telecommunications
Equipment

NUMBER: II-4-12

EFFECTIVE DATE: October 16, 2017 (Revised)

PAGE: 6 of 19

B. Use of City-owned Telecommunications Equipment

1. The City may block or otherwise prevent employees from accessing certain websites or categories of websites.
2. Employees shall not accept or make collect calls unless the call is approved in advance by the employee's Supervisor or Division Manager or is in response to an emergency or other matter related to critical City services. Information Services Staff will report collect call acceptances to the employee's Supervisor or Division Manager.
3. Employees shall not make international calls without prior approval from a Supervisor or Division Manager.
4. Employees must maintain all telecommunications equipment and related accessories in proper working order, secure them from being lost, damaged, or stolen, and ensure they are used properly according to manufacturer specifications.
5. Each employee should notify his or her Supervisor or Division Manager immediately if his or her equipment is damaged or in need of repair.
6. The City may audit all records of use of City-owned telecommunications equipment. An employee's misuse, loss, damage, or destruction of the equipment may result in disciplinary action, up to and including termination.
7. Employees with City-owned telecommunications equipment are expected to be available to receive City business communications during normal business hours, as workload requires, or as agreed upon with their Supervisors or Division Managers and in compliance with the appropriate Memorandum of Understanding (MOU).



ADMINISTRATIVE INSTRUCTION

SUBJECT: Employee Access of City and
Personal Telecommunications
Equipment

NUMBER: II-4-12

EFFECTIVE DATE: October 16, 2017 (Revised)

PAGE: 7 of 19

8. Employees may be required to carry or use City-owned telecommunications equipment outside of regularly scheduled work hours.
9. Employees are required to exercise good judgment in the use of City-assigned telecommunications equipment. This includes avoiding websites, telephone numbers, cellular phone numbers, or sending e-mail messages that would bring discredit upon the City or are offensive or obscene. Employees are responsible for notifying their Supervisors or Division Managers about any unwanted information or communication received.
10. Reimbursement for usages charges related to personal use of all City telecommunications equipment is the responsibility of every City employee and his or her Supervisor or Division Manager. Detailed and summary reports of calls made on City telecommunications equipment are generated each month for department review. These reports detail calling usage and charges for each call made. Department Heads or designees must review these reports to ensure compliance with these guidelines. Designated division staff will be able to report all personal use of City equipment to the employee's Supervisor or Division Manager who will verify the usage, remind the employee of the intended purpose of the equipment, coordinate any reimbursements due to the City, and initiate disciplinary action, if appropriate.
11. The employee's City-owned device may be remotely wiped and all data removed if:
 - a) The device is lost or stolen;
 - b) The employment is terminated;
 - c) ISD detects a data breach, a virus, or similar threat to the security of the City's data and technology infrastructure.



ADMINISTRATIVE INSTRUCTION

SUBJECT: Employee Access of City and
Personal Telecommunications
Equipment

NUMBER: II-4-12

EFFECTIVE DATE: October 16, 2017 (Revised)

PAGE: 8 of 19

C. Personal Electronic Devices (PEDs) enrolled in the City's Mobile Device Management service (MDM), also known as the Bring Your Own Device (BYOD) program.

1. Employees may voluntarily use their personal electronic devices (PEDs) to perform official City business or when accessing City business applications, e-mail and the City internal website (eDesk) to receive City-related information through enrollment of their personal devices in the City's MDM service.
2. Employees who choose to enroll their PEDs in the City's MDM service should contact the ISD Help Desk, submit a Bring Your Own Device (BYOD) request and bring the devices to ISD for proper provisioning and configuration of standard apps, such as browsers, office productivity software and security tools, before they can access the City's network, data or applications.
 - a) Smartphones and tablets using the following operating systems are supported:
 - i. iOS
 - ii. Android
 - iii. Windows Phone
 - b) Network connectivity is supported by ISD. Please contact the ISD Help Desk with any issues related to accessing the following:
 - i. City e-mail
 - ii. City Websites
 - iii. Applications managed by ISD's MDM system
 - c) Employees should contact the device manufacturer or their carrier for any other issues on their PED, including operating system or hardware-related issues.



ADMINISTRATIVE INSTRUCTION

SUBJECT: Employee Access of City and
Personal Telecommunications
Equipment

NUMBER: II-4-12

EFFECTIVE DATE: October 16, 2017 (Revised)

PAGE: 9 of 19

3. The City **will not** reimburse the employee for any costs associated with purchasing or using PEDs for City business purposes or while accessing City business applications, e-mail or the City internal website (eDesk) to receive City-related information.
4. The City will not be responsible for an employee's loss of any personal data or damage to his or her PED while using it for City business.
5. While ISD will take every precaution to prevent the employee's personal data from being lost in the event that ISD must remote wipe the data on the MDM controlled applications on the PED, it is the employee's responsibility, not the City's, to take additional precautions to protect his or her personal data, such as backing up e-mail, text messages, contacts information, photos, etc.
6. The City reserves the right to disconnect a PED or disable City-provided services without notification.
7. Lost or stolen PEDs must be reported to the ISD Help Desk as soon as possible for remote wipe of data on the MDM controlled applications.
8. By enrolling in the BYOD program, the employee assumes full liability for risks including, but not limited to: the partial or complete loss of City and personal data due to an operating system crash, errors, bugs, viruses, malware, or other software or hardware failures, or programming errors that render the PED unusable.
9. The City reserves the right to take appropriate disciplinary action for noncompliance with this policy.



ADMINISTRATIVE INSTRUCTION

SUBJECT: Employee Access of City and
Personal Telecommunications
Equipment

NUMBER: II-4-12

EFFECTIVE DATE: October 16, 2017 (Revised)

PAGE: 10 of 19

D. Voicemail Messages

1. Voicemail may be used to improve internal communications within the City as well as enhance employees' ability to serve the public.
2. Employees will keep their outgoing message(s) and announcements professional, timely and accurate. Outgoing messages should not contain jokes, jargon, offensive language, music, etc., in their announcements.
3. During periods of extended absence (vacations, conferences, trips, illness, etc.) employees should arrange to have mailbox coverage and an appropriate announcement directing the caller elsewhere.
4. Employees shall check messages regularly and attempt to promptly return calls.
5. The voice messaging system is part of the unified messaging system, which includes electronic mail, and is therefore subject to the Employee Access, Use, Retention and Destruction of Electronic Communications policy.



ADMINISTRATIVE INSTRUCTION

SUBJECT: Employee Access of City and
Personal Telecommunications
Equipment

NUMBER: II-4-12

EFFECTIVE DATE: October 16, 2017 (Revised)

PAGE: 11 of 19

E. Security for City-owned telecommunications equipment and City-approved PEDs

1. To prevent unauthorized access, all approved devices must be password protected using the features of the device and a PIN code, or fingerprint security that is required to access the data contained in the MDM software on the device. Attachment A details the required security settings.
2. Employees may not use smartphones or tablets to connect to the network unless the device is on the City's list of supported devices.
3. MDM managed data on City-approved personal devices may be remotely wiped and all data removed if:
 - a) The device is lost or stolen;
 - b) The person's employment is terminated;
 - c) ISD detects a data breach, a virus or similar threat to the security of the City's data and technology infrastructure;
 - d) Devices that are "jailbroken" or "rooted" may not be enrolled in the BYOD program.



ADMINISTRATIVE INSTRUCTION

SUBJECT: Employee Access of City and
Personal Telecommunications
Equipment

NUMBER: II-4-12

EFFECTIVE DATE: October 16, 2017 (Revised)

PAGE: 12 of 19

F. Inappropriate Use

Use of electronic communications systems or computer networks shall be consistent with normal City business activities and in a way that is appropriate and non-offensive. Inappropriate or offensive use by City staff will be subject to disciplinary action. Inappropriate or offensive use includes, but is not limited to, the following examples:

1. Illegal activities
2. Sending or posting threats or encouragement of bodily harm, the destruction of property or harasses another individual; discriminatory messages; harassment, sexual or otherwise, as defined in any of the City's anti-harassment or anti-discrimination policies City policies or other applicable law;
3. Use of electronic communications systems with malicious intent, to compromise the integrity of the City and its business in any way;
4. Libel or defamation;
5. Obscene messages;
6. Posting anonymous messages;
7. Political endorsements;
8. Commercial activities, Solicitation of funds for personal financial gain, or fraud;
9. Participating in any type of financial fraud such as "pyramid schemes," "Ponzi schemes," or "chain letters"
10. Adding, removing, modifying, or identifying network header information in an effort to deceive or mislead;



ADMINISTRATIVE INSTRUCTION

SUBJECT: Employee Access of City and
Personal Telecommunications
Equipment

NUMBER: II-4-12

EFFECTIVE DATE: October 16, 2017 (Revised)

PAGE: 13 of 19

11. Unauthorized use of another person's account ID, password or other identifying information;
12. Unauthorized sharing of passwords with other employees or members of the public;
13. Accessing, or attempting to access, the accounts of others, or to penetrate, or attempt to penetrate, security measures of the City's network, Internet, Intranet or another entity's computer software or hardware, electronic communications system, or telecommunications system with permission or authority;
14. Transmitting SPAM (Irrelevant or inappropriate messages sent on the Internet to a large number of recipients);
15. Intentionally disrupting network traffic or causing the city's computer network or connected systems to malfunction, including by transmitting viruses, worms, bots or other malicious electronic code or documents;
16. Unauthorized installation or alteration of computer hardware or software;
17. The unauthorized destruction, removal, or deletion of any City files or data including but not limited to any files located on the network, desktop computers or any city provided equipment (i.e. external hard drives, laptops, flash drives, etc.);
18. Use of portable media including flash drives, sd drives, DVD's, and CD's to store and copy data, files, content from any City computers and from the City network;
19. Downloading or installation of audio, video, data or executable files for personal use, including, but not limited to photos, screen savers, music and movies;
20. Invading the privacy of individuals except in the course of conducting City business;



ADMINISTRATIVE INSTRUCTION

SUBJECT: Employee Access of City and
Personal Telecommunications
Equipment

NUMBER: II-4-12

EFFECTIVE DATE: October 16, 2017 (Revised)

PAGE: 14 of 19

21. Reselling, extending, bridging or otherwise misusing the Intranet and Intranet connections and or services;
22. Use of electronic communications systems which violates any City policies or practices that address appropriate behavior, outline rights, and set expectations for employees' conduct and behavior while at work;
23. Use of third party electronic communications system(s) on City equipment without prior authorization by the Chief Information Officer or his or her designee.
24. Use of online file storage services other than the City's OneDrive for Business.

G. Ownership, Confidentiality, and Disclosure

1. City-issued telecommunications equipment and accessories are the property of the City.
2. The City, through its managers and supervisors, reserves the right to review voice and data usage reports and any data created or managed on City-assigned telecommunications equipment or in City e-mail or software loaded on a City-approved PED when necessary for City business purposes.
3. City staff found to be using City-assigned telecommunications equipment or City-approved personal devices in an unauthorized manner while conducting City business will be reported to their supervisor and may be subject to disciplinary action up to and including termination.



ADMINISTRATIVE INSTRUCTION

SUBJECT: Employee Access of City and
Personal Telecommunications
Equipment

NUMBER: II-4-12

EFFECTIVE DATE: October 16, 2017 (Revised)

PAGE: 15 of 19

H. Safety Concerns with Using Telecommunications Equipment

1. Safety is the first concern. Employees must not use any mobile telecommunications equipment while operating any machinery, vehicles, or other device which requires concentration and attention to operate. If there is a risk of creating a hazard or danger to coworkers or members of the public while operating a device, all steps to avoid that danger should be taken.
2. Employees are expected to obey all laws applicable to the use of mobile telecommunications equipment. The use of mobile equipment while driving is not permitted. Vehicle Code Sections 23123 and 23123.5 require the use of a hands-free device in order to use a mobile phone while driving. The City will provide employees with approved hands-free devices for use with City-issued mobile devices. Regardless of the situation, even if driving in slow or stopped traffic, the employee should pull off to the side of the road and safely stop the vehicle before operating any electronic device.
3. Employees who are charged with traffic violations resulting from the use of a mobile telecommunications device while driving in the course of employment by the City may be subject to disciplinary action resulting from such traffic violations.

I. Departmental Policies

Each department may create and implement additional policies regarding the acceptable use of telecommunications equipment for employees within that department. Employees should follow the policies in their department regarding use of telecommunications equipment and services. In the event of a conflict between this policy and a department policy, this policy shall control.



ADMINISTRATIVE INSTRUCTION

SUBJECT: Employee Access of City and
Personal Telecommunications
Equipment

NUMBER: II-4-12

EFFECTIVE DATE: October 16, 2017 (Revised)

PAGE: 16 of 19

V. PROCEDURES AND RESPONSIBILITIES

Procedure

Responsible Person(s)

Lost or Stolen Equipment

- | | |
|--|--|
| <p>1. If City-owned equipment is lost, a City Property Damage/Loss Report Form must be completed and filed with the Risk Management Division and a copy of the form must be submitted to the ISD Help Desk. A copy of the City Property Damage/Loss Report Form can be obtained from the Risk Management website or by contacting Risk Management. The City is not responsible for lost personal equipment.</p> | <p>Employee's Immediate Supervisor</p> |
| <p>2. If City-owned equipment is stolen, a Police Petty Theft Report Form must be completed and filed with the Police Department, a City Property Damage/Loss Report Form must be completed and filed with the Risk Management Division and a copy of both reports must be submitted to the ISD Help Desk. A copy of the Police Petty Theft Report Form can be obtained from the Police Department website or by contacting the Police Department. The City is not responsible for stolen personal equipment.</p> | <p>Employee's Immediate Supervisor</p> |
| <p>3. Once the Petty Theft Form and/or the City Property Damage/Loss Report Forms have been completed, the vendor of the telecommunications equipment or service shall be notified to discontinue service.</p> | <p>ISD Help Desk</p> |



ADMINISTRATIVE INSTRUCTION

SUBJECT: Employee Access of City and Personal Telecommunications Equipment

NUMBER: II-4-12

EFFECTIVE DATE: October 16, 2017 (Revised)

PAGE: 17 of 19

Procedure

Responsible Person(s)

Equipment Service and Repairs

1. All damaged City-owned equipment should be reported to the ISD Help Desk who will work with the equipment vendor to service or repair the damaged equipment.

Employee's Immediate Supervisor

Reimbursing the City for Use of City Equipment

1. Monthly telecommunications statements must be distributed to the designated division staff that is responsible for managing telecommunications bills.
2. The designated division staff must audit the monthly statements and report all personal use of the equipment to the employee's Supervisor or Division Manager.
3. Upon the discovery of personal use of City issued equipment, the employee's Supervisor or Division Manager must remind the employee of the intended purpose of the telecommunications equipment, coordinate any appropriate reimbursements to the City in a timely manner, and initiate disciplinary action if appropriate.

Information Services Staff

Designated Division Staff

Employee's Immediate Supervisor and/or Division Manager

VI. AUTHORIZED BY

Rick Cole
City Manager

ATTACHMENT A**Security for City-owned devices**

1. In order to prevent unauthorized access, all City-owned devices:
 - a. Must be protected with a four-digit PIN code or fingerprint unlock security, which is required to access the data contained in the MDM software on the device.
 - b. PINs must be changed every 90 days.
 - c. A new PIN cannot be one of 10 previous PINs.
2. The device must lock itself with a PIN if it's idle for 5 minutes.
3. After 10 failed login attempts, the device will lock. Contact ISD to regain access.

Security for City-approved Personal Electronic Devices

1. In order to prevent unauthorized access, all City approved Personal Electronic Devices:
 - a. Must be protected with a five-digit alphanumeric PIN code or fingerprint unlock security, which is required to access the data contained in the MDM software on the device.
 - b. PINs must be changed every 90 days.
 - c. A new PIN cannot be one of 10 previous PINs.
2. The device must lock itself with a PIN if it's idle for 5 minutes.
3. After 10 failed login attempts, the device will lock. Contact ISD to regain access.



ATTACHMENT B

E-mail, Intranet and Bring Your Own Device (BYOD) Enrollment

Complete this form to:

- 1) Opt-in to receive a City of Santa Monica employee email account.
- 2) Enroll in the City of Santa Monica Bring Your Own Device (BYOD) program.

Once completed and approved, submit this form through the ISD Helpdesk ticketing system.

NOTE: If you are not requesting City e-mail access on your mobile devices, you can skip section B.

Section A Employee Information (Required)	Date	Employee Name		Position Title		Employee ID	
	Bargaining Unit	Department/Division			Work Location		
	How can we contact you when your account has been set up?						
	Personal Phone		Personal E-mail		Preferred Contact		
	() -				<input type="checkbox"/> Phone <input type="checkbox"/> E-mail		
	<ul style="list-style-type: none"> ▪ I opt-in to the following: <ul style="list-style-type: none"> <input type="checkbox"/> To receive a City issued email account through a web browser. <input type="checkbox"/> To use my personal device to access my City issued email account, the City's Intranet and connect to the City's network (BYOD program) using a downloadable smart phone app. 						
Section B Personal Mobile Device Information (Optional)	<i>Complete this section only if you would like to access your City e-mail account and the Intranet on your personal device(s).</i>						
	Installation of the City's secure productivity suite application is required on each device that is connecting to the City's network. Complete the following information for <u>each device</u> to ensure that it is compatible and properly configured to meet the City's network requirements. Attach additional pages if needed.						
	Mobile Device Type:	<input type="checkbox"/> Smart Phone		<input type="checkbox"/> Tablet		<input type="checkbox"/> Other:	
	Mobile OS	<input type="checkbox"/> Apple iOS (version 4.0 or newer)		<input type="checkbox"/> Android (version 2.2 or newer)		<input type="checkbox"/> Windows Phone (version 8.0 or newer)	
	Device Make / Model:				Mobile Phone Number (if Applicable):		
	Intended Use (be as descriptive as possible):						
Section C Employee Acceptance (Required)	<ul style="list-style-type: none"> ▪ I have read and understand the Administrative Instructions regarding Employee Access and, Use of Computer Networks, Retention and Destruction of Electronic Communications (AI II-4-10) and Employee Use of City and Personal Telecommunications Equipment (AI II-4-12). ▪ I understand and agree to comply with the policies in the administrative instructions referenced above. 						
	Employee Signature		Printed Name			Date	
Management Approvals (Required)	Supervisor Signature		Printed Name			Date	
	Department Head Signature		Printed Name			Date	

Exhibit C

Administrative Instruction IV-2-1, Travel and Meeting Expenses
and Mileage Reimbursements



ADMINISTRATIVE INSTRUCTION

SUBJECT: Travel and Meeting Expenses
and Mileage Reimbursements

NUMBER: IV-2-1

EFFECTIVE DATE: May 1, 2019 (R)

PAGE: 1 of 13

I. Purpose

The purpose of this administrative instruction is to set policy and establish procedures for travel, meeting, and mileage reimbursements. The policy ensures that travel expenses are reasonable and appropriate and reimbursements are not reported as taxable income to the individual. The procedures establish paperless reimbursement processing and retention.

II. Scope

This administrative instruction relates to costs incurred while traveling on City business or attending meetings and for costs associated with the use of a private vehicle for work-related transportation. The policy applies to any individual that conducts business on behalf of the City of Santa Monica including Council members (pursuant to Santa Monica Charter section 602(c)), members of City Boards and Commissions, City staff members, and contractors.

III. Policy Overview

The City reimburses for attendance at professional conferences, seminars, trainings, and meetings contingent on approval. Staff members must receive pre-approval from their Department Head or Division Manager.

The reimbursement procedures in this AI conform to the IRS Accountable Plan rules for business travel related expenses, and require that: expenses have a business connection, expenses are adequately accounted for within a reasonable amount of time, and any excess advance is returned to the City. If reimbursements do not follow the requirements in this document, the IRS may consider such payments as wages subject to payroll tax withholding.

Other policies or agreements contain travel reimbursement requirements, including, but not limited to bargaining unit agreements, grant agreements, and specific contracts. When requirements conflict, staff members must abide by those that are most restrictive. Departments may establish internal policies consistent with this AI.



ADMINISTRATIVE INSTRUCTION

SUBJECT: Travel and Meeting Expenses
and Mileage Reimbursements

NUMBER: IV-2-1

EFFECTIVE DATE: May 1, 2019 (R)

PAGE: 2 of 13

Reimbursable costs are limited to the following general classifications of costs:

Type of Cost	Reimbursement method
A. Meals and incidentals	Based on per diem rate, receipts not required
B. Lodging	Submit an itemized receipt
C. Transportation (air, bus, taxi, Uber/Lyft or similar services, rental vehicles)	Submit an itemized receipt
D. Mileage Reimbursement	Submit Mileage Reimbursement Claim Form for use of a personal vehicle
E. Other Expenses (registration fee, parking, internet and phone charges)	Submit an itemized receipt
F. Peace Officers Standards and Training (P.O.S.T)	Submit a Training Expense Advance Request Form

More information on reimbursable costs is found in Section IV.

The City purchasing card is the preferred method for advanced payment of airfare, lodging and registration. Staff members must adhere to the Purchasing Card Administrative Instruction as guidelines for all advance purchases.

In the event that travel plans are cancelled, the staff member should make every effort to receive a full refund for all travel expenses and deposits. If a travel voucher is provided in lieu of a refund, it must be used for City-related travel.



ADMINISTRATIVE INSTRUCTION

SUBJECT: Travel and Meeting Expenses
and Mileage Reimbursements

NUMBER: IV-2-1

EFFECTIVE DATE: May 1, 2019 (R)

PAGE: 3 of 13

IV. Travel Costs/Eligible Expenses

A. *Meals and Incidentals*

The City will reimburse staff members for meal and incidental (M&IE) costs not to exceed the Federal Government per diem allowance rates (see below). Receipts are not required if the federal per diem amount is not exceeded for each day of travel.

- Travel within the United States: Domestic Per Diem Rates established by the General Services Administration (GSA) for meal and incidental reimbursements. The rates vary by destination and are available on the GSA website (www.gsa.gov).
- International travel: Foreign Per Diem Rates established by the U.S. Department of State. See the U.S. Department of State for Foreign Per Diem Rates (www.state.gov).

When claiming the per diem amount:

- Purchasing cards cannot be used
- Proof of time, place and business purpose must be clearly documented on the cover of the Travel and Meeting Expense Report and attached itineraries, registrations and travel documentation must support this purpose
- Meals, tips, tax, beverages (no alcohol) and incidentals are included in these per diem amounts and **should not** be itemized on the Expense Report. Incidentals are fees and tips given to baggage carriers, bellhops, hotel staff and for transportation between places of lodging or meetings and places where meals are taken.
- The GSA Meals & Incidental Total amount should be printed from the website and attached to the Expense Report



ADMINISTRATIVE INSTRUCTION

SUBJECT: Travel and Meeting Expenses
and Mileage Reimbursements

NUMBER: IV-2-1

EFFECTIVE DATE: May 1, 2019 (R)

PAGE: 4 of 13

Paying for Another Staff Member's Meal

If a staff member incurs a meal cost for themselves and other City staff members, the staff member incurring the cost will receive the portion of the per diem rate relating to the particular meal for each staff member they paid for. All attendees must be documented on the expense reimbursement documentation.

Meal Allowance for the First and Last day of Travel

Per IRS and GSA guidelines, staff members are eligible for 75% of the total M&IE rate on the first and last day of travel, regardless of the time of departure or return.

Conference Provided Meals

If the conference host provides meals to attendees for no additional charge, staff members must pro-rate the per diem to exclude the meal provided as follows:

- 20% of per diem for breakfast
- 30% for lunch
- 50% for dinner

Meal Allowance for Local Travel Outside of City limits

If a staff member is scheduled to begin travel after the start of his or her regular work day, no allowance may be claimed for breakfast. If a staff member is scheduled to begin travel after their regular lunch break, no allowance may be claimed for lunch.



ADMINISTRATIVE INSTRUCTION

SUBJECT: Travel and Meeting Expenses
and Mileage Reimbursements

NUMBER: IV-2-1

EFFECTIVE DATE: May 1, 2019 (R)

PAGE: 5 of 13

Exceptions to the Meal Per Diem

Business meetings at which City staff and external parties meet to discuss City business and where City staff have no control over the choice of location and associated cost are considered an exception to the per diem policy. In such cases, the City reimburses business meal expenses at the actual cost, subject to Department Director approval. The itemized business meal reimbursement receipt must be included in the Travel and Meeting Expense Report and backup must clearly document:

- The amount of the expenditure;
- The date and place of the expenditure;
- The business purpose of the expenditure;
- Brief justification for the cost above established per diem; and
- The name(s) of the individuals participating in the expense.



ADMINISTRATIVE INSTRUCTION

SUBJECT: Travel and Meeting Expenses
and Mileage Reimbursements

NUMBER: IV-2-1

EFFECTIVE DATE: May 1, 2019 (R)

PAGE: 6 of 13

B. Lodgings

The City reimburses for a standard single room (including taxes) for as many nights as necessary. If travel is related to a professional conference, it is often preferable to stay at the hotel hosting the conference.

Hotel costs shall not exceed the maximum group rate published by the conference or activity sponsor. If the conference-designated lodging location is unavailable, travelers are expected to use the most economical alternative.

Staff members shall use a City purchasing card or a personal credit card to hold a reservation. The City will not reimburse a staff member for unused reservations unless the staff member's supervisor determines that circumstances requiring the cancellation were beyond the staff member's control.

Staff members should identify themselves as City staff members when making reservations and ask if they are exempt from local transient occupancy taxes.

Staff members must submit an itemized hotel receipt for reimbursement. The City will not reimburse a staff member for lodging if the Staff member chooses to stay with a friend or relative while attending an out of town meeting or conference.



ADMINISTRATIVE INSTRUCTION

SUBJECT: Travel and Meeting Expenses
and Mileage Reimbursements

NUMBER: IV-2-1

EFFECTIVE DATE: May 1, 2019 (R)

PAGE: 7 of 13

C. Transportation

Staff members are encouraged to take the most direct routes; and staff members traveling to the same event are encouraged to carpool.

Any travel outside the Southern California area will be by air at coach fares. First class and Business class travel is prohibited. Amenities not required for travel shall not be reimbursed.

The City reimburses staff members for reasonable ground transportation (taxi, Uber/Lyft or similar service, train, bus or personal vehicle) between the airport and office or home. When using a personal vehicle, long-term airport parking must be used for travel exceeding 24 hours.

Individuals must obtain prior approval for use of a rental vehicle from the Department Director or Division Manager and it must be justified as an economical business necessity. Staff members are encouraged to select the vehicle that represents the most cost-effective option. Optional insurance offered by the rental agency is not a reimbursable expense. Staff members should work with Risk Management for questions regarding insurance.

For reimbursement, staff members must submit itemized parking and rental car receipts with the Travel and Meeting Expense reimbursement form.

The City offers staff members access to City-owned vehicles to attend local conferences, meetings and workshops.

- Staff members who use City-owned vehicles must comply with the vehicles reservation rules before reserving a car (available on the City's intranet).
- All City-owned vehicles must be refueled at City Yards (2500 Michigan Avenue) or behind Big Blue Bus (5th and Olympic). If emergency gasoline is required while traveling on City business, the expense reimbursement will require a gas station receipt.



ADMINISTRATIVE INSTRUCTION

SUBJECT: Travel and Meeting Expenses
and Mileage Reimbursements

NUMBER: IV-2-1

EFFECTIVE DATE: May 1, 2019 (R)

PAGE: 8 of 13

D. Mileage Reimbursement

The City will reimburse the owner of a personal vehicle at the current per mile rate established by the IRS ([IRS rate](#)). To drive a personal vehicle on City business, staff members must possess a valid California driver's license and meet the minimum financial responsibility requirements as prescribed by the State Vehicle Code ([CVC 16058](#)). Mileage reimbursements shall constitute full payment by the City for all costs associated with vehicle operation, including fuel, lubricants, repairs, depreciation and insurance. Mileage is calculated from the staff member's residence or work to the destination, whichever is less. The City also reimburses individuals for reasonable parking costs associated with the use of private vehicles while conducting City business.

City staff must submit reimbursement requests associated with the use of private vehicles using the Mileage Reimbursement Claim form (available on the City's intranet) with the following backup:

- description of the business purpose of vehicle use.
- map printout supporting the total miles driven for which reimbursement is sought, and
- scanned copy of parking receipts (if applicable)

E. Other Expenses

Other costs incurred by a staff member that may be eligible for reimbursement include, but are not limited to, registration fees, printed materials, training materials, costs associated with local meetings as either host or participant.

The City will reimburse staff members for reasonable business internet costs. The business purpose must be clearly documented on the expense reimbursement documentation.



ADMINISTRATIVE INSTRUCTION

SUBJECT: Travel and Meeting Expenses
and Mileage Reimbursements

NUMBER: IV-2-1

EFFECTIVE DATE: May 1, 2019 (R)

PAGE: 9 of 13

F. Peace Officers Standards and Training (POST)

Police personnel participate in Peace Officers Standards and Training. The City advances the daily per diems established by the Commission on Peace Officers Standards and Training for lodging and meals. Request for advances must be submitted on a Training Expense Advance Request form, approved by the Division Lieutenant or Captain, and submitted to Accounts Payable within 14 days of the departure date. A copy of the vendor reservation confirmation must be attached to the request. Unused funds from an advance or for cancelled trainings must be returned to the City within ten working days.

G. Non-reimbursable expenses

Non-reimbursable expenses include, but are not limited, to:

- 1) Traffic violations or private auto repair;
- 2) In-room movie and mini-bar charges;
- 3) Alcohol purchases;
- 4) Entertainment, or health club fees;
- 5) Cost of personal trip insurance, optional liability insurance and medical and hospital services;
- 6) Meals that the City otherwise reimburses the staff member for as included in the cost of conference/meeting fees; and
- 7) Clothing or other personal items.



ADMINISTRATIVE INSTRUCTION

SUBJECT: Travel and Meeting Expenses
and Mileage Reimbursements

NUMBER: IV-2-1

EFFECTIVE DATE: May 1, 2019 (R)

PAGE: 10 of 13

V. Required Documentation

Staff members shall prepare a Travel and Meeting Expense Report using the template posted on [eDesk](#) even if the staff member used a City purchasing card for all travel costs which results in no reimbursement to the staff member. All purchasing card charges associated with travel and meetings must be included on the Travel and Meeting Expense Report.

In the event that the staff member owes the City a refund, the staff member must scan the approved report and receipts electronically and send a check made payable to the City of Santa Monica to the Accounts Payable Supervisor.

The approved Travel and Meeting Expense Report along with documented per diem rates, itemized receipts for lodging, airfare, parking, conference expenses and itinerary, and other supporting documentation must be submitted electronically to the Accounts Payable unit no later than 10 business days after completion of the trip. Scanned copies are sufficient for receipts and other supporting documentation. The scanned copy must exhibit a high degree of legibility and readability. Departments should retain the original of receipts and other documentation until A/P has approved the reimbursement.



ADMINISTRATIVE INSTRUCTION

SUBJECT: Travel and Meeting Expenses
and Mileage Reimbursements

NUMBER: IV-2-1

EFFECTIVE DATE: May 1, 2019 (R)

PAGE: 11 of 13

VI. Procedures and Responsibilities

PROCEDURE	RESPONSIBLE PERSON(S)
1. Obtain approval for travel or attendance at meeting	Staff member
2. Approve staff member request for travel or attendance at meeting after confirming sufficient budget is available	Department Director or Division Manager
3. Accumulate records of all travel costs incurred: documented per diem rates for meals and incidentals and required itemized receipts for all other travel expenses	Staff member
4. Prepare a Travel and Meeting Expense Report and attach all required supporting documentation	Staff member
5. Review and approve the staff member Travel and Meeting Expense Report	Department Director or Division Manager
6. Submit electronic copy using Tyler Content Manager (TCM) of approved Travel and Meeting Expense Report and all supporting documents for reimbursement to Accounts Payable unit within 10 working days of last travel day	Staff member/Department staff responsible for Accounts Payable
7. Retain electronic copy of approved Travel and Meeting Expense Report and all supporting documents per the City's retention policy	Department and Staff member



ADMINISTRATIVE INSTRUCTION

SUBJECT: Travel and Meeting Expenses
and Mileage Reimbursements

NUMBER: IV-2-1

EFFECTIVE DATE: May 1, 2019 (R)

PAGE: 12 of 13

VII. Sources of Additional Information

The Travel and Meeting FAQ on [eDesk](#) provides additional information related to travel. Finance staff will update the FAQ and travel and meeting mileage rate information as necessary, and will maintain the information on the [Finance intranet \(desktop.private/finance\)](#).

VIII. Exceptions

Exception to this policy must be pre-approved by the Finance Director. Department Directors may request an exception by sending an email request to the Finance Director, with justification for the exception. Department staff shall attach a copy of the Finance Director's email approving the exception to the Expense Report.

IX. Compliance

Individuals that travel or attend meetings on official City business, or supervise someone who does, are responsible for knowing and following this administrative instruction. Failure to comply with the requirements in this Administrative Instruction or Federal Government guidelines could result in corrective action, suspension of travel, and/or taxation of reimbursements.

X. Forms

- A. [Travel and Meeting Expense Report](#)
- B. [Mileage Reimbursement Claim Form](#)
- C. Training Expense Advance Request Form (PD only)
- D. [Vehicle Accident Report Form](#)



ADMINISTRATIVE INSTRUCTION

SUBJECT: Travel and Meeting Expenses
and Mileage Reimbursements

NUMBER: IV-2-1

EFFECTIVE DATE: May 1, 2019 (R)

PAGE: 13 of 13

XI. Related Policies and Procedures

- A. [Purchasing Card Administrative Instruction](#)
- B. Travel and Meeting FAQ (*coming soon*)
- C. [Petty Cash Administrative Instruction](#)
- D. [Vehicle Accident Reporting Procedures Administrative Instruction](#)

XII. Authorized By

A handwritten signature in blue ink that reads "Rick Cole".

Rick Cole
City Manager

Councilmember	Used	Available	Projected	Projected Balance
Gleam Davis	3,859	4,472	2,500	1,972
Phil Brock	7,364	967	3,200	(2,233)
de la Torre	6,308	2,023	2,600	(577)
Parra	3,985	4,346	2,700	1,646
Negrete	1,140	7,191	2,700	4,491
Zwick	1,725	3,135	700	2,435
Torosis	0	4,860	0	4,860