

**RESOLUTION NO. 61-2003**

Adopted April 29, 2003

**APPROVING AN AMENDMENT TO THE AGENCY'S  
PURCHASING POLICY AND PROCEDURES TO INCREASE THE  
EXECUTIVE DIRECTOR'S TRAVEL AUTHORITY FROM \$500 TO \$3,000**

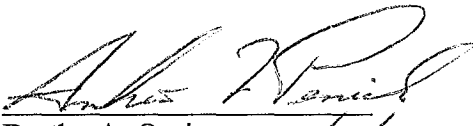
**BASIS FOR RESOLUTION**

1. Currently, the San Francisco Redevelopment Agency's Purchasing Policy limits the Director's Travel Authorization to \$500. Any travel expenses between \$501 and \$1,000 requires the Commission President's signature and expenses over \$1,000 requires Commission approval.
2. Staff obtained Agency records of travel expenses for the period 07/01/01 through 06/30/02. Total expenses during this period amounted to \$40,303. This includes both travel and lodging/conferences expenses. Based upon the above aggregate total, the average amount per request is \$2,883.
3. Since Travel Authorization is part of the Agency's Purchasing Policy and Procedure, staff presented the travel authorization options to the Working Group on April 3, 2003. After hearing the various options the Working Group recommended increasing the Executive Director's authorization from \$500 to \$3,000.
4. Staff obtained the City and County of San Francisco Travel and Official Business Expense Regulations and Revised Addendum 2003. While this memorandum states that all travel and non-travel expenses incurred in the performance of City business is reimbursable, there is no stated authorization limit. The San Francisco Human Rights Commission confirmed that travel related to City business was reimbursable as long as it was included within the Department's budget.

**RESOLUTION**

**ACCORDINGLY, IT IS RESOLVED** by the Redevelopment Agency of the City and County of San Francisco that the Agency's Purchasing Policy Section XI is revised to increase the Executive Director's Travel Authority from \$500 to \$3,000.

**APPROVED AS TO FORM:**

  
for Bertha A. Ontiveros 4/23/03  
Agency General Counsel

## ATTACHMENT 1

Section XIV, Subsection E is removed and replaced as follows:

**E. Travel and Conferences**

Out-of-town travel, meals and lodging and conference registration fees (regardless of conference location) within the administrative budgets must be approved in advance by the Deputy Executive Director, Finance and Administration or the Executive Director in amounts up to \$3,000. Amounts over \$3,000 require the advance approval of the Agency Commission.