

COMPLETING THE TRAVEL AUTHORIZATION

OVERVIEW

The Travel Authorization (TA) form should be prepared whenever the total estimated cost of travel is more than \$200 or overnight lodging is required. The TA is a two-sided form: the front side provides for approval of the travel, summarizes the cost, and provides documentation for any cash advance to the employee and direct payments to vendors; the reverse side is for reporting actual reimbursable expenses within 5 days after travel is completed and reconciling this final amount to the cash advance.

Completing the form itself is largely self-explanatory, and a completed sample is provided for your information. The following highlights key areas of the TA form:

TRAVEL AUTHORIZATION—SIDE 1

The front side of the TA is organized into five major sections:

- **General Information.** Identifies who is going, where the meeting or conference will be held, how long the employee will be gone, how much it will cost, and the account number that should be charged.
- **Purpose.** Describes the reason for the trip.
- **Cost and Payment Summary.** Outlines the estimated cost of the trip by expense type (registration, transportation, lodging; spaces are provided to add categories not pre-listed), vendors to whom payment will be made (including cash advances to the employee), method

of payment (voucher, purchase order, credit card), and amount. A summary is then provided of the payments to be made to the employee, vendors, or by credit card. Appropriate vouchers, purchase orders, or credit card requests should be attached to the TA when it is submitted to Finance for processing.

- **Itinerary.** Summarizes when and where the employee will be traveling.
- **Approvals.** Provides a signature box for the employee and approval by the Department Head. Out-of-state travel requires the further approval of the City Manager.

EXPENSE REPORT—SIDE 2

For reporting actual expenses upon completion of travel and reconciling this amount to any cash advance received, the reverse side of the TA is organized into 4 major sections:

- **Reimbursable Expense Detail.** Itemizes actual expenses by type for each day of your trip (spaces are provided for dates and expense categories not pre-listed). Only expenses reimbursable to you should be listed - payments made directly to vendors should not be included.
- **Mileage Detail—Personal Vehicle.** Summarizes miles and cost if you were authorized to use a personal vehicle for the trip.
- **Travel Expense Summary.** Totals the cost of the trip for personal expenses (reimbursable expense detail plus any personal vehicle

costs) and reconciles the total cost of the trip with any cash advance received, resulting in either a balance due to the employee or due to the City. This expense report must be completed and submitted to Finance even if the cash advance and actual reimbursable expenses are equal.

- **Approvals.** Provides a signature box for the employee and approval by the Department Director. Any requests for reimbursement in excess of per diem meal allowances requires the further approval of the Director of Finance and/or City Manager.

City of Costa Mesa

TRAVEL AUTHORIZATION

This form should be completed in legible handwriting

Member	Legislative Body	Position

Destination	No. of Days	Account No.	Amount
			\$0.00

PURPOSE

COST SUMMARY

Description	Vendor	Payment Method	Amount
Registration			
Air fare			
Lodging			
Meals			
Mileage - personal vehicle			
Gasoline - city vehicle			
Rental car			
TOTAL			\$0.00

PAYMENT SUMMARY

Cash Advance to Member	
Direct Vendor Payments	
Credit Card	
TOTAL	\$0.00

ITINERARY

Departure	Date/Time	Arrival	Date/Time
Member of Legislative Body	Date	City Manager and/or Director of Finance	Date

Use the reverse side of this form for reporting actual expenses within 5 working days after your return.

Travel Authorization

EXPENSE REPORT AND RECONCILIATION TO CASH ADVANCE

This form should be completed in legible handwriting

REIMBURSABLE EXPENSE DETAIL

Description	Date						TOTAL
Registration							0.00
Air fare							0.00
Lodging							0.00
Breakfast							0.00
Lunch							0.00
Dinner							0.00
Gasoline							0.00
Rental car							0.00
							0.00
							0.00
<i>Receipts must be attached for all reimbursable expenses</i>							TOTAL 0.00

MILEAGE DETAIL - PERSONAL VEHICLE

Departure/Destination	Odometer Readings		Trip Miles
	Starting Mileage	Ending Mileage	
			0
			0
<i>Standard mileage tables provided in the City's travel guidelines may be used in lieu of odometer readings</i>			Total miles - personal vehicle 0
			Reimbursement @ _____ per mile 0.00

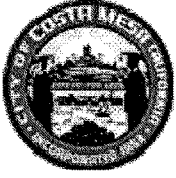
By signing this expense report, the member certifies that the amounts listed were incurred in conformance with the City's travel guidelines and that no part is claimed for reimbursement of a personal nature.

REIMBURSABLE TRAVEL EXPENSE SUMMARY

Total reimbursable travel expense	0.00
Cash advanced	
() Amount due member	
() Amount due City	

Approval/ Authorized Signatures

Member of Legislative Body	Date	City Manager and/or Director of Finance	Date



City of Costa Mesa

77 Fair Drive, Costa Mesa, CA 92628-1200

CLAIM FOR EXEMPTION FROM TRANSIENT OCCUPANCY TAX

The undersigned claims exemption from paying city transient tax charged for the period from _____ through _____. The undersigned claims this exemption for _____, who is on official business as a member of a legislative body of the City of Costa Mesa.

NOTE: *Operators of hotels should not accept this application unless the person presenting it shows satisfactory identification. A separate application is required for each occupancy period.*

I declare under penalty of perjury of the laws of the State of California that the foregoing is true and correct:

[Signature of Authorizing Official]

Member of Legislative Body

Date

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
RESURFACING OF TRENCHES	200-1	8/5/75	Page 1 of 2

BACKGROUND

As you are aware, the City recently experienced problems with the substandard appearance of the streets within the Larwin Tract and also with the condition of Wilson Street after the recent underground pipeline construction.

PURPOSE

The purpose of this policy is to modify the standard street permit conditions and standard tract conditions.

POLICY

The City staff has reviewed the circumstances surrounding these two incidents and has also thoroughly reviewed the City's policies and procedures controlling work in the public right-of-way with the intent of eliminating these types of problems in the future. Based on this review, it is recommended that our standard street permit conditions and standard tract conditions, be modified as follows:

1. To alleviate the checkerboard appearance in residential tracts due to removals and replacement of substandard work, the following condition will be added to all future tract conditions of development:

"All streets constructed as a part of this development shall present a new and uniform appearance prior to the acceptance of the improvements by the City."

2. To improve the appearance and riding quality of City streets after underground pipeline work, we shall make the following procedural changes and additions to our standard street permit conditions:
 - a. The utility company will be required to submit plans for underground work to the City for review as a part of their preliminary design.
 - b. The City will review the location of the proposed facility within the street and also field review the condition of the existing pavement.
 - c. The City will determine the best location for pavement cuts and also the proper treatment for trench resurfacing.

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
RESURFACING OF TRENCHES	200-1	8/5/75	Page 2 of 2

- d. Should it be determined that total street reconstruction or overlay is needed, an appropriate reimbursement agreement shall be negotiated with the utility company and the work incorporated in the utility's bids.
- e. In no case where the cut runs longitudinally along the street, will the pavement replacement area be less than 12 feet in width.
- f. A City permit will be issued to the utility company and included in the utility's bid specifications.
- g. Trench backfill shall be with a high quality material for good compaction and no settlement.
- h. Replacement asphalt concrete shall be one inch (1") thicker than in the existing pavement.
- i. The width of the replacement pavement shall be up to two feet (2') wider than the trench width.
- j. Pavement cuts may be made only if the street is more than two years old; otherwise, boring will be required.

These revisions to our policies and standard conditions should insure that all future street repairs will result in a good appearance and riding quality. However, we shall continue to monitor the quality of workmanship and make additional changes when necessary.

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
PAINTING ADDRESS NUMBERS ON STREET CURBS	200-2	9/21/70	Page 1 of 1

PURPOSE

The purpose of this policy is to set up standards for painting address numbers on street curbs.

POLICY

1. City Business License must be obtained. (Waived for service organizations.)
2. Permit must be obtained from the Street Department and secured with \$100.00 bond, refundable deposit or other funds to assume correction or alterations claimed by residents requiring remedial action by City forces. Bond may be cancelled or funds returned thirty days after statement of termination of work.
3. Paint curb numbers only after contact and permission of resident is obtained.
4. Provide local or supply toll free telephone contact to the resident along with receipt showing name, address and telephone number of business or organization. Quality of work must be accurate and to the satisfaction of the resident and City. Correction is to be made by the applicant or, if made by the City, will be charged against the bond.
5. White masonry high gloss enamel shall be used to completely cover previous number and background. Black masonry high gloss enamel shall be used for letters. Letters shall be four-inch gothic.

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT PARKWAY MAINTENANCE AND TREE PRESERVATION	POLICY NUMBER 200-3	EFFECTIVE DATE 11-20-89	PAGE 1 of 4
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BACKGROUND

Due to the City's expansive soil condition, past tree selection, and the aging nature of the residential community, preservation of mature parkway trees must be carefully weighed in light of public health and safety. Consequently, this policy is adopted to set forth a basic framework for the preservation of the City's urban forest, while protecting the general welfare of the public.

POLICY

1. Retain and develop the City's urban forest.
2. Maintain and install public improvements of general benefit to the public in the City's right-of-way, specifically, sidewalks, curbs, and gutters.
3. Encourage property owners to care for parkways adjacent to their property.

PRACTICE AND PROCEDURES

I. Parkway Tree Preservation and Removal

The preservation of parkway trees is a joint effort of the City and the adjacent property owner. Property owners are requested to care for and properly maintain the parkway and report any damage or suspected diseased trees to the City. The City is responsible for insect and disease control, periodic pruning, and removal if warranted.

A. CITY REMOVAL:

1. Trees that are dead, dying or critically diseased.
2. Trees that are damaged beyond reasonable repair.
3. Root system is creating significant damage to sidewalks, curbs, or gutters.
4. Root system is creating significant damage to sewer facilities - proof of damage must be submitted by the property owner prior to scheduling of removal.

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
PARKWAY MAINTENANCE AND TREE PRESERVATION	200-3	11-20-89	2 of 4

5. To accommodate the installation or repair of public improvements to the City's right-of-way.

6. Trees with invasive roots that are creating major damage to private property (i.e. walls, fences, foundations, etc.).

These removals shall be completed as scheduling allows. The City automatically schedules the planting of a replacement tree.

B. Property Owner Removals: If the tree does not meet any of the above City removal criteria, then the property owner must agree to all conditions of the City's Convenience Tree Removal Procedures. The property owner shall pay for the removal of the tree and for the replacement of a new tree as specified in the City's Master Plan of Street Trees. The removal of the tree will be scheduled at the convenience of the City. Trees approved for convenience removal include: ficus nitida, ficus retusa, fraxinus uhdei (Shamel Ash), schinus terebinthifolius (Brazilian Pepper) and cupania anacardiodes (Carrotwood), or as otherwise identified by the City.

C. Reforestation: The City's Master Planting Plan of Parkway and Street Trees was developed to insure compatibility and uniformity of planting while minimizing future damage to public improvements. All new or replacement trees will adhere to this planting plan. The location of new trees will be determined by the City in consideration of utility lines, driveways, landscaping plans, etc.

D. Unlawful Tree Removal or Damage: Per City of Costa Mesa Municipal Code - Sections 12-33 and 12-34, it is unlawful to remove, cut, break, dig up or in any manner injure any tree located in a public parkway. (Ordinance No. 68-10, 3-4-68)

II. REPAIR AND MAINTENANCE OF PARKWAYS

The repair and maintenance of parkway improvements is the joint responsibility of the City and adjacent property owners. If damage or unsafe conditions exist with the sidewalk, curb, or gutter, adjacent property owners are requested to notify the City. The City will investigate reported damage and determine to what degree repair or replacement is required.

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
PARKWAY MAINTENANCE AND TREE PRESERVATION	200-3	11-20-89	3 of 4

- A. Sidewalk, Curb, and Gutter Repairs: If repair or replacement is deemed necessary, locations will be prioritized based upon degree of damage, type of repairs and available funding sources. Sidewalks raised 1/2 inch may receive a grinding treatment. Sidewalks raised more than 1/2 inch may be temporarily ramped until more permanent repairs or replacement can be undertaken. Sidewalks raised in excess of 1-1/2 inches will receive the highest priority.
- B. Sidewalk Location Options:
1. If 50% or more of the sidewalk must be replaced due to the removal of a tree, the City will meander the sidewalk at City expense.
 2. If less than 50% of the sidewalk must be replaced, the City will only meander the sidewalk if the property owner agrees to pay the additional cost. Additional costs are determined by subtracting the cost of reinstalling the sidewalk in the same location from the cost of meandering the sidewalk. Increased costs are typically associated with increased quantities of concrete.
 3. The 50% breakpoint is determined by comparing linear feet of sidewalk to be replaced, due to tree damage, to the linear feet of sidewalk from property line to property line.
 4. If there is less than 8 feet of public right-of-way behind the curb face, the sidewalk will be meandered at City expense. Sidewalk may be meandered where public right-of-way is in excess of 8 feet in width, depending on site conditions and the desire of the adjacent property owner.
 5. Where sidewalk is adjacent to the curb, the new width will be 5 feet, as measured from the curbface.

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT

PARKWAY MAINTENANCE AND TREE PRESERVATION

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III. INSTALLATION OF NEW SIDEWALKS

The City's General Plan Policy No. 151 states that sidewalks are to be installed City-wide. First priority for City funding is given to the "Suggested Safe Routes to Schools" plan. Secondary priority shall be given to the installation of sidewalks along arterial streets. New sidewalks installed in conjunction with City projects will be installed in minimum one block continuous segments.

The installation of a new sidewalk, in conjunction with the development of private property, shall be in accordance with the City's development standards and guidelines at the property owner's expense.

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
Retired Employees' Medical Program	300-1	8-19-2003	1 of 3

PURPOSE

The purpose of this policy is to establish the eligibility criteria, participation requirements, and benefits to be provided for life and medical insurance for retired employees of the City.

POLICY

A. Eligibility

1. Employees:
 - (a) Full-time employees who are currently employed or who will be employed full-time as of December 31, 2003; and,
 - (b) Have participated in the City's group medical plan for a minimum of five (5) consecutive years at any time during employment and are enrolled in the medical plan immediately prior to retirement; and,
 - (c) Immediately commence receiving a retirement allowance from the Public Employees' Retirement System (PERS) upon separation from City employment.
2. City Council Members are eligible to participate on the same basis as full-time employees, with the following exceptions:
 - (a) City Council Members must have sufficient service time vested with PERS to be eligible for a monthly retirement benefit under the system (five (5) years of service time or more), and shall retire and commence receipt of a monthly retirement allowance within 30 days following their separation from office.
 - (b) Council Members shall be enrolled in the medical plan immediately prior to retirement.
 - (c) Council Members shall pay all premium costs without City contribution.
3. Retirees:
 - (a) All Retirees who are currently participating in the City's medical plan; and
 - (b) Who have previously met the eligibility requirements of this Policy; and
 - (c) Who continue to receive monthly benefits from the retirement system.

B. Participation Requirements and Contributions

1. The City contribution rate is based upon the following criteria:
 - (a) The effective date of retirement.
 - (b) The number of years the employee/retiree has spent with the City as a full-time employee, with a minimum of 10 years of service required for eligibility for a contribution.

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
Retired Employees' Medical Program	300-1	8-19-2003	2 of 3

- (c) The maximum contribution is for the "employee only" premium of the plan selected by the majority of active employees, as determined by the City, to a maximum of \$500 per month.
 - (d) The contribution may be 100% of the rate for the Medicare-qualified Retiree, where the Supplement to Medicare premium is lower than the dollar contribution that the Retiree would otherwise qualify for.
2. The City's monthly contributions will be calculated as follows:
- (a) Retirees who have retired from City service on or before July 19, 1993:
 - 10 to 19 years of service 50%, not to exceed \$250
 - 20 to 29 years of service 75%, not to exceed \$375
 - 30 years of service or more 100%, not to exceed \$500
 - (b) Retirees who have retired from City service July 20, 1993 through August 18, 2003:
 The contribution rates are based upon the actual years of service (rounded to the nearest full year) beginning with 10 years of service at 50%, and progressing in 2½% increments to 100% at 30 years of service or more. The maximum monthly contribution at the 100% benefit level is \$500. The maximum monthly contribution at benefit levels less than 100% is the dollar amount resulting from the applicable % rate applied to \$500.
 EXAMPLE: Retiree is eligible for a 70% contribution
 $\$500 \times 70\% = \350 maximum monthly contribution
 - (c) Employees who retire effective August 19, 2003 and thereafter:
 The contribution rates are based upon the actual years of service (rounded to the nearest full year) beginning with 10 years of service at 50%, and progressing in 3 1/3% increments to 100% at 25 years of service or more. The maximum monthly contribution at the 100% benefit level is \$500. The maximum monthly contribution at benefit levels less than 100% is the dollar amount resulting from the applicable % rate applied to \$500. (See example above.)
 - (d) Employees hired after January 1, 2004 will participate in the mandatory defined contribution plan and are not eligible for the Retired Employees' Medical Program.
3. The Retiree will pay the remaining premium, if any, based upon the above schedules, in excess of the City contribution for the coverage selected. The Retiree will also pay all premiums for any eligible dependents enrolled on the Retiree's coverage.

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
Retired Employees' Medical Program	300-1	8-19-2003	3 of 3

4. Premium remittance by the Retiree shall be in the method prescribed by the City and medical plan requirements, and may be subject to change from time to time. Premium payment may be facilitated through deductions from the Retiree's monthly PERS retirement allowance, or, may require direct payment to the City. By whatever method of payment used, the City shall have the right to cancel coverage if payment is not received in accordance with City requirements. This cancellation will only take place after the City notifies the participant of their rights of continuation under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA).
5. There is a forfeiture of contribution provision for the Retired Employees' Medical Program. Should a Retiree elect to cancel enrollment in the City Medical Plan, they may be eligible to re-enroll at a future Open Enrollment Period, subject to applicable plan rules. However, any premium contribution from the City previously received is forfeited and will not resume, and the Retiree will be solely responsible for payment of the full premium for the new coverage selected.

C. Life Insurance

1. Retired employees of the City will be eligible for term life insurance in the amount of \$1,000 for the retired employee and \$500 for their spouse.
 - (a) To maintain eligibility, the Retiree shall comply with all record keeping requirements of the City, including responding to periodic requests for updated information.

D. Notations

1. The benefits offered by the Retired Employees' Medical Plan are the same benefits available to active employees of the City under the City Medical Plan and are processed in the same manner.
2. This policy covers all employees currently retired and participating in the medical plan and is available to Employees retiring in the future who meet the eligibility requirements listed above, and who are employed full-time as of December 31, 2003.
3. Employees hired after January 1, 2004 will participate in the mandatory defined contribution plan and are not eligible for this Retired Employees' Medical Program.

Amended by Minute Resolution adopted December 11, 1989.
Amended by Minute Resolution adopted July 20, 1993.
Amended by Minute Resolution adopted September 2, 2003.

**CITY OF COSTA MESA, CALIFORNIA
COUNCIL POLICY**

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
AUTO AND SEVERANCE POLICY	300-2	11/2/82 Rev. 12/1/89 Rev. 1/19/98 Rev. 5/15/00 Rev. 4/01/08	1 OF 1

The purpose of this Policy is to establish additional compensation benefits for the City Manager, Department Directors, and other executive personnel as designated.

A. **SEVERANCE** - As the City Manager is an "at will" employee employed at the pleasure of the City Council, he/she shall be afforded six months of compensation at the rate in effect at the time his/her employment would be terminated based on action by the City Council. This six months' compensation shall be in addition to any accrued vacation benefits. The purpose of this Severance Policy is to provide additional compensation should employment be terminated by action of the City Council only, and is not applicable should the City Manager voluntarily resign, retire or die while employed. The City Manager will provide the City Council with a thirty-day (30) notice should he or she voluntarily submit a letter of resignation.

All Department Directors employed after March 1, 1998 are designated as "at will" and are employed at the pleasure of the City Manager. Said employees shall be afforded the same severance benefits and consideration as stated for the City Manager.

B. **AUTO ALLOWANCE** - The following classifications shall be provided with a City vehicle or monthly automobile allowance:

Assigned City Vehicle: Fire Chief, Deputy Fire Chief, Fire Marshal, Police Chief, Police Captain, Police Lieutenant, Public Services Director

\$450 Monthly Automobile Allowance: City Manager, Assistant City Manager, Development Services Director, Finance Director, Administrative Services Director

Use of a City pool vehicle is available for all other employees for job-related purposes.

The monthly automobile allowance may be adjusted on an annual basis per the Executive Compensation Plan. In all situations, the City Manager has the sole discretion to grant, modify or deny use of a City vehicle or grant an auto allowance for Department Directors and Division Managers.

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
EMPLOYEE OF THE MONTH RECOGNITION PROGRAM	300-3	5-20-85	1 of 1

PURPOSE

The purpose of this policy is to:

1. Formally acknowledge all City employees who provide exemplary service or make significant contributions to the City/citizens of Costa Mesa.
2. Increase employee and citizen awareness of employee actions/contributions which may be an inspiration to others through increasing community service and awareness.

POLICY

The City Manager's Office shall be responsible for overall administration of the Employee of the Month Recognition Program. Application forms shall be made available through community service clubs, City offices, community centers and upon request by telephone or mail. Completed application forms recommending employees for special recognition may be submitted by anyone (fellow employees, citizens, supervisors, community organizations, etc.). Information regarding the Program shall be disseminated through the City's Highlights, press releases, and all other means available in order to foster interest in the Program.

PROCEDURE

1. Completed application forms shall be submitted to the City Manager's Office.
2. The City Manager's Office shall be responsible for verifying the information supporting the nomination, as necessary, and may provide additional comments on the back of the form.
3. The City Council shall review nominations at the last Study Session/meeting of each month. The Council may select from nominations received or determine that no selection will be made. The Council may hold over any nomination for reconsideration at the next monthly meeting in addition to reviewing new nominations.
4. The City Council will send the selected employee a letter of selection, praise and congratulations with a brief outline on the basis of their selection. The letter shall be signed by the Mayor on behalf of the City Council.
5. The City Manager's Office shall arrange for the employee's picture to be taken and displayed in the City Hall lobby. The picture shall be accompanied by a copy of the Council letter of selection so others may read of the employee's accomplishments as well as to foster greater participation in the Program.
6. An appropriate frame/display shall be obtained to accomplish the preceding and at the end of the month, the employee shall receive the photograph.

**CITY OF COSTA MESA, CALIFORNIA
COUNCIL POLICY**

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
PART-TIME EMPLOYEES GENERAL LEAVE PROGRAM	300-4	1/1/89 Rev. 12/4/00	1 OF 2

PURPOSE

The purpose of this policy is to establish a "general leave" program for those at-will employees working in permanent part-time classifications, or for those working part-time in a Basic Salary Schedule classification that work a regular schedule. The intent is to provide a minimum threshold of "leave" benefits for those employees who work in permanent part-time classifications.

The provision of such leave benefits would primarily enhance the employment status of the City's part-time staff. In addition, this program may favorably affect the City's ability to attract and retain well-trained, long-term part-time employees.

POLICY

At-will employees working in the following permanent part-time classifications are eligible to receive "general leave" benefits as defined below upon meeting the eligibility criteria so established. At-will employees working part-time in classifications on the Basic Salary Schedule are also eligible to receive "general leave" benefits upon meeting the eligibility criteria.

The permanent part-time classifications are:

<u>Class Code</u>	<u>Classification</u>
601	Intern
506	Recreation Leader IV
505	Senior Lifeguard
503	Recreation Leader I
504	Recreation Leader II
507	Recreation Leader III
512	Lifeguard
509	General Aide I
510	General Aide II
513	Instructor Guard
650	Crossing Guard
710	Lead Crossing Guard

A. General Leave Defined

General leave is defined as leave accrued based on the amount of part-time hours worked at the current rate of .042 hours per hour worked during the first 4 years of service, .084 hours per hour worked for 5 – 9 years of service, and .168 hours per hour worked for 10 or more years of service. This accumulated time can be used in lieu of regularly scheduled work hours for sick, vacation, or holiday time (as defined in Personnel Rules and Regulations for classifications covered by the Basic Salary Schedule). Part-time employees may also "cash-out" a portion of said general leave.

**CITY OF COSTA MESA, CALIFORNIA
COUNCIL POLICY**

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
PART-TIME EMPLOYEES GENERAL LEAVE PROGRAM	300-4	1/1/89 Rev. 12/4/00	2 OF 2

B. Eligibility

At-will employees working in the classifications identified above, as well as those part-time employees working in classifications listed on the Basic Salary Schedule, who work on a regular, year-round basis, are eligible to accrue leave benefits so defined.

Eligibility commences after part-time employees have been employed for a minimum of 520 service hours.

Once eligible, the part-time employee will earn .042 general leave hours for each hour worked during the first 4 years of service, .084 hours per hour worked for 5 – 9 years of service, and .168 hours per hour worked for 10 or more years of service.

C. Payoff and Accrual Limitation

All accrued time shall be paid off in full at the current hourly rate of pay upon termination or deactivation from employment.

The maximum accrual of general leave shall be 84 hours. Upon reaching this limit, employees shall be paid the rate in effect at the time the excess is earned.

“Cash-out” of accrued general leave will be permitted under the circumstances below:

1. A baseline is established of 20 hours of accrued leave. No cash out will be permitted unless an employee has greater than this baseline and no employee may cash-out any amount that would reduce the accrued leave to less than 20 hours.
2. The cash out option will be facilitated through the use of the employee’s time card and shall be paid in conjunction with the normal payroll process and cycle.
3. Any request outside the guidelines established by this policy shall be considered a hardship request and must be approved by the Administrative Services Director who will consult with the City Manager. Consideration will only be granted upon receipt of written verification of severe hardship including documentation of such.

The effective date of this policy shall be January 1, 1989, and may be revised by Resolution.

The revised effective date of this policy is December 4, 2000.

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
CITY COUNCIL ADVISOR PROGRAM	300-5	4- 1-91	1 of 2

BACKGROUND

The City of Costa Mesa first established the City Council Advisor Program in 1987. However, the Program has lacked clear direction and guidelines from the City Council, and participants in the Program have changed. The combination of these factors necessitates the adoption of a City Council Policy so as to clearly delineate the Council's intentions for the Program.

PURPOSE

The purpose of the City Council Advisor Program is to provide a means for Costa Mesa citizens with a particular background, interest, or expertise to share those skills in the development of local public policy. The Program is advisory only, and is intended to complement citizen advisory committees and commissions in providing the City Council with comments and recommendations on a variety of subjects.

POLICY

1. Establishment of Council Advisors - Any member of the City Council may request the establishment of a Council Advisor position. Council Advisors shall be appointed by majority vote and serve at the pleasure of the Council.
2. Term of Appointment - Council Advisors shall serve for a two-year term from the date of appointment. Individuals may be reappointed to subsequent terms by majority action of the Council. The City Council may, by majority vote, terminate the appointment of an individual as a Council Advisor without cause.
3. Compensation - Council Advisors shall receive no compensation except for the reimbursement of reasonable expenses incurred in the execution of their duties as an Advisor. Any reimbursement shall be done in accord with the adopted rules and regulations of the City of Costa Mesa.
4. Council Advisor Reports - Each individual appointed as an Advisor shall report to the City Council at least annually a summary of his/her activities as an Advisor. Reports may be given orally or in written form. Council Advisors may be requested by Council members to provide input on specific issues to the full Council on matters within their given area of expertise.

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
CITY COUNCIL ADVISOR PROGRAM	300-5	4- 1-91	2 of 2

5. City Representation - Council Advisors may not make any commitment of City resources, financing, staffing, or support. From time to time, Council Advisors may be requested to represent the City's interests or position on a given issue before outside groups and organizations. Such representation shall not be made without clear policy direction from the City Council to do so.

C.A. No. _____

DEPT. _____

TYPE/VIOLATION
(Fire Code, Bldg Code,
Sign Ordinance, etc.)

COMPLAINT CHECKLIST
(Municipal Ordinance Violations)

NOTE: Use separate form for each defendant and attach all information available including statements or reports.

DEFENDANT: _____
Name Address

STATUS: _____
(Indicate whether Individual, Corporation, Partnership etc.)

VIOLATION(S): _____
(Indicate specific Code Sections to be charged and number them.)

LOCATION OF VIOLATION(S): _____

DATE OF VIOLATION(S): _____
(As to each violation)

ANY PRIORS? _____
(Yes or No)

WITNESSES: _____
(As to each violation and attach their statements - indicate what other City
Departments or personnel have information.)

OTHER EVIDENCE: _____
(Indicate as to each violation what documents or other exhibits are
available to prove violation and attach copies if possible. Witnesses should retain
originals in their custody.)

PRE-COMPLAINT EFFORTS: _____
(What was done to secure voluntary compliance.)

ANTICIPATED DEFENSES: _____
(What has defendant indicated is reason for non-compliance.)

SUBMITTED BY: _____ Title: _____

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
CITY COUNCIL RELATIONS WITH EMPLOYEES	300-6	02-01-99 Rev. 07-15-02	1 of 2

PURPOSE

Costa Mesa Municipal Code Section 2-106 sets forth general provisions relating to communications between the City Council and City employees. The intent of this section of the code is to provide a framework for processing requests for information from the City Council through the City Manager. As the demand for information has increased and the manner in which information is communicated has changed with advanced technologies, the need has arisen to refine protocol under the Code. Section 2-106 provides that the City Council and City Manager may "...vary the provisions of this section by the establishment of contrary policies". The intent of this policy is to establish those "contrary policies" in terms of City Council, Commissions and Committees' relations with City employees.

POLICY

It is the purpose of this policy to:

1. Ensure clear guidelines for City Council, Commissions and Committees and City staff in terms of requesting and providing information, research, studies and similar staff responsibilities.
2. Designate appropriate levels of responsibility in responding to requests for information from the City Council, Commissions and Committees in a timely and accurate fashion.
3. Require that all reports, studies, memorandum and related staff work be provided concurrently to all members of the City Council.

PROCEDURE

1. Routine Inquiries

These requests involve the basic "day-to-day" Council Member inquiries, which typically can be handled via the telephone or email. Such requests generally include matters such as meeting schedules, complaint status, reporting service requests, etc. These typically do not require a written report. Such requests may be directed to the City staff assigned responsibility for the program/service under inquiry by a Council Member.

2. Requests for Limited Studies

On occasion, Council Members, Commission and Committees will have an interest or need for City staff to research a given subject or issue. Such requests, for purposes of this policy, are those which are defined as taking four (4) hours or less of a City staff

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COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
CITY COUNCIL RELATIONS WITH EMPLOYEES	300-6	02-01-99 Rev. 07-15-02	2 of 2

member's time to complete and result in a written report, memorandum, correspondence or similar document. For requests of this nature, the Council Member shall make the request through either the City Manager or the appropriate Department Director. Commissions and Committees may likewise request limited studies by majority vote from a noticed, regular meeting. It is the responsibility of the City Manager or appropriate Department Director, upon receipt of the request, to make a determination as to whether the request can be completed within the time frame above.

3. Requests for Substantial Research

New proposals, concepts and ideas brought forward to the full City Council for formal consideration, often require substantial research by City staff beforehand. For purposes of this policy, substantial research is defined as requiring more than four (4) hours of a City staff member's time to complete. Council Members making such requests shall direct same to the City Manager, except for requests for legal research, which shall be directed to the City Attorney. Commissions and Committees shall forward requests for substantial research to the City Council for authorization. The City Manager and the requesting Council Member shall meet to establish the scope of the research desired. If the research can be accommodated within existing staffing levels, and without impact on current assignments, budget or a commitment of City equipment or facilities, the City Manager will assign the research to the appropriate Department Director.

4. Provisions of Reports, Studies and Documents

All reports, studies, memorandums, correspondence and related documents prepared pursuant to the provisions of this policy must be provided concurrently to each member of the City Council with a copy to the City Manager. It is the responsibility of the City staff member preparing the preceding to ensure that the information provided is timely, accurate and complete. It is the responsibility of the Department Director to review all such staff work and to ensure it is distributed in accordance with the preceding directive.

**CITY OF COSTA MESA, CALIFORNIA
COUNCIL POLICY**

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
ADJUSTMENTS TO EMPLOYEE COMPENSATION	300-7	5/15/00 REV: 4/1/2008	1 OF 1

PURPOSE

The City Council has established with its employee associations and unrepresented employees a methodology for adjustments of compensation that is revenue sensitive and recognizes the mutual interests of the City and its employees.

POLICY

It is the purpose of this policy to clearly state for City staff the consistent guidelines established by the City Council for the adjustment of compensation for employees within the City of Costa Mesa.

PROCEDURE

The basis for adjustment in compensation for employee classifications includes implementation of two distinct phases:

- **Phase I** - The City will use the average or median of the established contiguous benchmark survey cities to determine a fair wage. It is agreed that the average will be defined as the average of the established survey agencies, excluding the City of Costa Mesa. It is agreed that the median will be defined as the average of the number 3 and 4 agencies for total compensation, excluding the City of Costa Mesa. Total compensation shall be defined to include top-step base salary, employer-paid member retirement contribution, medical, dental, life, long-term disability, retirement supplement or enhancement costs, auto allowance (Executive employees) and P.O.S.T./education/performance incentive pay, if applicable by Memorandum of Understanding (MOU). The California Public Agencies Compensation Survey (CalPACS) and available data for the comparison agencies regarding tentative agreements pending ratification and official approval will be used in computing total compensation for each agreed upon benchmark classification.
- **Phase II** - The employee associations and City representatives have discussed and acknowledge that fiscal stability and the City's ability to continue operations and to pay salary/benefits are mutual interests. In an effort to insure that these occur, the following is to be used when the City experiences a "financial hardship." As previously agreed with the employee associations, if the City experiences a decrease of 3% or more in the combined revenue totals for Sales Tax, Property Tax and Transient Occupancy Tax (all indicators of the health of the local economy), the respective MOUs in effect shall be re-opened for the purpose of wage/salary discussions regarding the City's corresponding ability to pay.

The financial number used to determine the three revenue stream factors shall be the City's audited numbers. Audited numbers are typically available in August or September. If the provisions of this policy must be invoked, any adjustment (decrease) in salary will be on a prospective basis, not retroactive.

The above guidelines may be amended for salary equity considerations with the mutual consent of City representatives and the employee associations, and the adoption of a MOU that contains specific language that so stipulates. The above guidelines may be amended for salary equity considerations for unrepresented employees by Resolution by the City Council. Additionally, the City agrees to meet and confer in good faith with each employee association within two weeks upon the adoption of any State or Federal law or regulation, or after passage of any Act or decision of any court of competent jurisdiction which has significant financial impact upon the City and may, as a result, affect the terms and conditions of the MOU.

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
REWARD POLICY	400-1	4-17-00	1 OF 3

PURPOSE

The purpose of this Policy is to set forth a procedure for establishing police reward offers. Such reward offers are used by the Police Department to encourage citizens to come forward with information that could lead to the arrest and conviction of offenders who have committed crimes within the jurisdiction of the City of Costa Mesa.

BACKGROUND

Authority. Government Code §§ 53069.5 and 53069.7 authorize the City Council to:

1. Offer and pay a reward to any person who furnishes information leading to the arrest and conviction of any person(s) killing or assaulting with a deadly weapon or inflicting serious bodily harm upon a peace officer of the City of Costa Mesa while such officer is acting in the line of duty.
2. Offer and pay a reward for information leading to the determination of the identity of, and the apprehension of, any person whose willful misconduct results in injury or death to any person or who willfully damages or destroys any property.

POLICY

1. Publicly Funded Reward Offers. The posting of a reward with public funds ordinarily shall require approval by the City Council. In exigent circumstances, the Police Chief or the Acting Chief of Police, in his absence, is hereby authorized to post a reward of up to \$10,000, payable out of the general fund. When posting a reward, the City Council or Police Chief shall specify the total amount of money being offered, the conditions for payment, the term of the offer, and the facts of the criminal offense for which the reward offer is being made.
2. Privately Funded Reward Offers. Private individuals or entities may offer to pay a reward to anyone who furnishes information leading to the arrest and conviction of a person who has committed a felony or misdemeanor crime within the City of Costa Mesa.
 - a. Prior to the posting of such an offer, the private party and/or entity must submit a written offer to the Police Chief or his/her designee that contains the following information:

- i. The name, address and telephone number of the person or entity that is offering to pay the reward. This information shall remain confidential upon request;
 - ii. The amount of the reward offered;
 - iii. The term of the offer in calendar days, with the time period to expire at 5:00 p.m. on the last day specified in the offer;
 - iv. A summary of the facts of the crime for which the reward offer is being made, including the name of the victim(s), if applicable. A copy of the police report or criminal complaint filed thereon will suffice in lieu of a summary of the facts; and
 - v. Authorization for the Police Chief to pay the reward once the conditions of the reward offer are satisfied.
- b. At the time of submission of the written reward offer, the donor shall also present a check or money order made out to the City of Costa Mesa in the full amount of the reward offer. The reward funds shall be deposited in a separate trust account maintained by the City Finance Department. The donor shall be entitled to receive the interest accrued on this account, less any expenses incurred by the City to maintain the account.
 - c. The Police Chief shall have the authority to post and publicize the privately funded reward offer immediately upon receiving (1) the written offer as specified above, and (2) evidence that the monies have been deposited with the City. In exigent circumstances, the Police Chief may waive the requirement that the reward monies be on deposit with the City if the Police Chief is satisfied that they will be deposited forthwith.
 - d. The Police Chief shall have the discretion to decline to accept a privately funded reward offer if he/she believes that the reward would not be in the public interest.
 - e. Under no circumstances will the City of Costa Mesa pay or be obligated to pay public funds to a person claiming entitlement to a reward offered by a private person or entity.

3. Payment of Rewards.

- a. Person(s) intending to claim a reward shall tender the necessary information to the Police Chief or his/her designee. The Police Chief shall make the final determination as to who is entitled to receive the reward. If multiple parties claim a reward, the reward may be divided in a proportion set by the Police Chief based upon the relative importance of the information provided.
- b. The Police Chief or his/her designee shall request a warrant for the funds

from the Finance Department. The Chief shall obtain a written receipt from the person receiving the reward, which will be maintained by the Finance Department for at least five (5) years.

- c. For privately offered rewards not earned within the term of the reward, the Chief shall arrange for the return of the funds to the offeror and obtain a receipt therefore, which shall be maintained for five (5) years.
4. A copy of this Policy may be made available to any person requesting information on the procedure for establishing police rewards. The Police Chief or his/her designee may establish forms and other necessary rule or regulations to administer this policy.

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
REGULATIONS GOVERNING FIREWORKS	400-2	5/17/04 REV: 1/17/06; 6/3/06, 5/6/08, 05/19/09	1 of 3

BACKGROUND

The Costa Mesa Municipal Code contains regulations governing the issuance of fireworks permits and the discharge of fireworks. These regulations are found in Sections 9-179 through 9-190. The City Council is authorized to enact further measures governing fireworks.

PURPOSE

The City Council wishes to adopt additional regulations governing the sale and discharge of fireworks in order to increase the protection and well-being of our citizens. The Council intends to tighten the safety regulations while still allowing our residents the limited use of fireworks.

POLICY

The City Council of Costa Mesa believes that the City residents can safely utilize fireworks to celebrate their patriotism when done according to reasonable safety regulations. Various youth oriented organizations should be permitted to sell fireworks to raise funds for support of valuable youth activities that contribute to the general strength, health and enjoyment of our residents. These goals can be obtained by limiting the number of fireworks and strictly prohibiting the sale of all dangerous fireworks.

REGULATIONS

1. The sale of "spinners" and similar fireworks and the sale of any fireworks that are intended to be "hand held" are prohibited. This prohibition shall be effective immediately for the sale of these devices individually or in homogeneous packages, and their sale within group packages containing an assortment of various fireworks devices shall be prohibited beginning in year 2006. The Fire Chief shall prepare (and update as needed) a list of the common names of the various fireworks devices that are "hand held" and "spinners." This list will be made available to fireworks manufacturers, distributors and other interested persons.
2. No more than one fireworks sales permit shall be issued to a single organization or school, unless more are expressly allowed in this Policy.
3. No more than 9 permits each year may be issued to organizations based at a single high school located within the City or where Costa Mesa residents constitute 50% or more of the students at a high school located within 1 mile of the City boundary. For an applicant based at a high school to qualify for a permit, the applicant must attach a letter to the application from the school's Principal or Activities Director certifying the applicant is a recognized organization supporting school activities.
4. No more than 2 permits each year may be issued to each K-8 private or public school within Costa Mesa city boundaries or to K-8 schools outside of the City's boundaries with enrollment of fifty percent (50%) or more Costa Mesa resident students,