CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
DAIS SEATING FOR CITY COUNCIL	000-14	04/04/07	1 of 1

PURPOSE:

The City Council has expressed a desire to set forth a specific procedure for determining seating at the dais. This policy establishes the procedure and authority for determining seating arrangements.

POLICY:

Authority is hereby delegated to the Mayor to assign seats at the dais.

PROCEDURE:

1. Immediately following the meeting at which the declaration of the municipal election results is made and the City Council has chosen one of its members as Mayor, the newly selected Mayor shall solicit input from the remaining Council Members as to seating preferences.

2. Prior to the next regular City Council meeting, the Mayor shall provide the City Council with the new seating arrangements.

CITY OF COSTA MESA, CALIFORNIA
COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
REFUNDS	100-1	5/17/99	1 OF 1

PURPOSE

The purpose of this regulation is to delegate limited authority for the authorization of refunds and to establish guidelines for refund procedures.

POLICY

Limited authority for refund authorization shall be delegated to the City staff. The refund form must be signed by the Department Head of the initiating Department and then forwarded to either the Finance Director or the City Manager for their countersignature. The Finance Director shall be allowed to authorize any amount up to $2,500; the City Manager shall be allowed to authorize any amount up to $5,000, and any amount over $5,000 will require City Manager's approval with City Council concurrence.

PROCEDURE

1. Refunds are to be researched by the initiating Department.
2. The initiating Department will then fill out a Refund Request Form and submit it to either:
   a. The Finance Director for any amount under $2,500;
   b. The City Manager for any amount under $5,000;
   c. The City Manager with City Council concurrence for any amount over $5,000.
3. The approved form will then be forwarded to the Finance Department for payment.

BACKGROUND

Under current policy, all disbursements made by City warrant must first be approved by the City Council at a regular meeting in the form of a Warrant Resolution. This requirement unduly restricts efficient administration of the Recreation Excursion Program.

PURPOSE

The purpose of this policy is to increase efficiency in the administration of the Recreation Excursion Program by removing the prior City Council approval requirement and creating an alternative policy.

POLICY

Limited authority is hereby delegated to the City Manager and to the Finance Director to disburse previously collected Recreation Excursion Program funds upon demand by the Recreation Manager. The Finance Director's authority is limited to $1,750. and the City Manager's authority is limited to $3,500. Disbursements in excess of $3,500. will still require advance approval of the City Council. All disbursements authorized by the Finance Director or the City Manager shall be submitted on the next available Warrant Resolution for ratification by the City Council.

PROCEDURE

Detailed procedures to implement this policy are contained in Financial Regulation 5.0 issued by the Finance Director.

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
SPECIAL AUTHORITY TO DISBURSE RECREATION EXCURSION FUNDS	100-2	Mar. 6, 1978	1 of 1

BACKGROUND

Under current policy, all disbursements made by City warrant must first be approved by the City Council at a regular meeting in the form of a Warrant Resolution. This requirement unduly restricts efficient administration of the Recreation Excursion Program.

PURPOSE

The purpose of this policy is to increase efficiency in the administration of the Recreation Excursion Program by removing the prior City Council approval requirement and creating an alternative policy.

POLICY

Limited authority is hereby delegated to the City Manager and to the Finance Director to disburse previously collected Recreation Excursion Program funds upon demand by the Recreation Superintendent. The Finance Director's authority is limited to $1,750. and the City Manager's authority is limited to $3,500. Disbursements in excess of $3,500. will still require advance approval of the City Council. All disbursements authorized by the Finance Director or the City Manager shall be submitted on the next available Warrant Resolution for ratification by the City Council.

PROCEDURE

Detailed procedures to implement this policy are contained in Financial Regulation 5.0 issued by the Finance Director.

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
SOLICITATION PERMITS	100-3	2/20/79	Page 1 of 1

BACKGROUND

Section 9-220 et. seq. of the Costa Mesa Municipal Code sets forth various legal requirements for the solicitation of goods and services for charitable purposes. The City Council has deemed it necessary to establish certain guidelines to aid the staff and non-profit organizations in clarifying the time requirements for solicitation purposes.

PURPOSE

It is the purpose of this policy to establish various time guidelines for non-profit solicitation permits.

POLICY

1. All non-profit organizations which solicit funds (i.e., cash, pledges for cash or other monetary efforts) will generally be limited to a ninety (90) day period for such solicitations. Applicants requesting more than ninety (90) days must provide additional documentation to justify the need for such additional time.

2. All non-profit organizations which solicit personal property (clothing, furniture, etc.) for repair and/or resale will generally be granted a calendar year permit. Said permits will automatically expire on the last day of each calendar year unless otherwise directed by the City Council.

3. If such solicitations are for both funds and personal property, the time period for funds shall apply.

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
FINANCIAL SUPPORT TO ILLEGAL ALIENS	100-4	5/22/90 (Revised)	1 OF 1

BACKGROUND

In 1986, the United States Congress enacted the Immigration Reform and Control Act (P.L. 99-603), which established new regulations for those individuals seeking to immigrate to the United States. Within the body of this document, Congress clearly established requirements for immigration to the United States as well as sanctions against those who entered this country illegally. Since that time, a number of regulatory and procedural requirements have been established by the Immigration and Naturalization Service to carry out this Federal mandate.

The City Council of the City of Costa Mesa is in support of the Federal government's efforts to standardize and enforce immigration policy. To this extent, the City of Costa Mesa should provide leadership and support of our Federal immigration policy by taking those steps appropriate at the local level.

PURPOSE

The purpose of this Policy is to provide specific direction regarding the use of an accounting for local tax revenues, State, and Federal subventions (to the extent applicable by existing law) as they relate to the provision of services to the community either directly or on a contractual basis.

POLICY

It shall be the policy of the City of Costa Mesa to support the Federal immigration law and to cooperate in every way possible with the Federal government in its enforcement.

PROCEDURE

1. Under the direction of the City Manager and effective with the approval of this Policy, all contracts, agreements, grants-in-aid, or other subvention of City funds to other government agencies, private parties, and/or nonprofit organizations shall include language stating that the recipient organization agrees to comply with all applicable Federal immigration laws.

2. In those instances where local agencies or programs receiving funding are part of or subsidiary to a private, public, or nonprofit corporation, the provisions of this Policy apply only to the local program receiving funding.

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
DRUG-FREE WORKPLACE	100-5	8-8-89	1 of 3

BACKGROUND

Under the Federal Drug-Free Workplace Act of 1988, passed as part of omnibus drug legislation enacted November 18, 1988, contractors and grantees of Federal funds must certify that they will provide drug-free workplaces. At the present time, the City of Costa Mesa, as a sub-grantee of Federal funds under a variety of programs, is required to abide by this Act. The City Council has expressed its support of the national effort to eradicate drug abuse through the creation of a Substance Abuse Committee, institution of a City-wide D.A.R.E. program in all local schools and other activities in support of a drug-free community. This policy is intended to extend that effort to contractors and grantees of the City of Costa Mesa in the elimination of dangerous drugs in the workplace.

PURPOSE

It is the purpose of this Policy to:

1. Clearly state the City of Costa Mesa's commitment to a drug-free society.

2. Set forth guidelines to ensure that public, private, and nonprofit organizations receiving funds from the City of Costa Mesa share the commitment to a drug-free workplace.

POLICY

The City Manager, under direction by the City Council, shall take the necessary steps to see that the following provisions are included in all contracts and agreements entered into by the City of Costa Mesa involving the disbursement of funds.

1. Contractor or Sub-grantee hereby certifies that it will provide a drug-free workplace by:

    A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in Contractor's and/or sub-grantee's workplace, specifically the job site or location included in this contract, and specifying the actions that will be taken against the employees for violation of such prohibition;

    B. Establishing a Drug-Free Awareness Program to inform employees about:

1. The dangers of drug abuse in the workplace;

2. Contractor's and/or sub-grantee's policy of maintaining a drug-free workplace;

3. Any available drug counseling, rehabilitation and employee assistance programs; and

4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

C. Making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by subparagraph A;

D. Notifying the employee in the statement required by subparagraph 1 A that, as a condition of employment under the contract, the employee will:

1. Abide by the terms of the statement; and

2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;

E. Notifying the City of Costa Mesa within ten (10) days after receiving notice under subparagraph 1 D 2 from an employee or otherwise receiving the actual notice of such conviction;

F. Taking one of the following actions within thirty (30) days of receiving notice under subparagraph 1 D 2 with respect to an employee who is so convicted:

1. Taking appropriate personnel action against such an employee, up to and including termination; or

2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health agency, law enforcement, or other appropriate agency;

G. Making a good faith effort to maintain a drug-free workplace through implementation of subparagraphs 1 A through 1 F, inclusive.

2. Contractor and/or sub-grantee shall be deemed to be in violation of this Policy if the City of Costa Mesa determines that:

   A. Contractor and/or sub-grantee has made a false certification under paragraph 1 above;

   B. Contractor and/or sub-grantee has violated the certification by failing to carry out the requirements of subparagraphs 1 A through 1 G above;

   C. Such number of employees of Contractor and/or sub-grantee have been convicted of violations of criminal drug statutes for violations occurring in the workplace as to indicate that the contractor and/or sub-grantee has failed to make a good faith effort to provide a drug-free workplace.

3. Should any contractor and/or sub-grantee be deemed to be in violation of this Policy pursuant to the provisions of 2 A, B, and C, a suspension, termination or debarment proceeding subject to applicable Federal, State, and local laws shall be conducted. Upon issuance of any final decision under this section requiring debarment of a contractor and/or sub-grantee, the contractor and/or sub-grantee shall be ineligible for award of any contract, agreement or grant from the City of Costa Mesa for a period specified in the decision, not to exceed five (5) years. Upon issuance of any final decision recommending against debarment of the contractor and/or sub-grantee, the contractor and/or sub-grantee shall be eligible for compensation as provided by law.

CITY OF COSTA MESA, CALIFORNIA
COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
CONTRACTING CITY SERVICES	100-6	5/17/99	1 OF 3

PURPOSE

The purpose of this policy is for each department to develop a written "organizational vision" which comprehensively evaluates each operation within the department to develop the most cost effective and efficient method of providing City services. This continuous analysis of departmental operations is essential to providing the highest quality of City services at the lowest cost. This policy emphasizes Council's desire to rethink" service delivery to achieve optimum effectiveness and efficiency. This organizational analysis process will include consideration of contracting for services, and departmental reorganization and/or consolidation, and will be made a part of the City's annual budget process. This policy provides guidelines for evaluating potential contracting of on-going City services on a long-term or permanent basis. It is not intended to apply to temporary contracts for short-term projects nor to contracts which are utilized to augment permanent staffing levels on a limited basis.

POLICY

The financial instability of the State of California and the lingering effects of the economic recession have significantly impacted Costa Mesa's General Fund resources. To that end, the City Council has directed that greater emphasis be placed on the development of an operational master plan for each department which addresses short and long-range service delivery objectives.

At City Council's direction a hiring freeze was implemented in July 1991. The purpose of the hiring freeze is to allow departments to analyze service delivery and to systematically achieve, through attrition, optimum staffing levels for each service provided by the City. It is the policy of the City Council that the hiring freeze be utilized as a tool to achieve long-term service delivery efficiency in each department. The City Council remains committed to treating all City staff in a humane and considerate manner. It is the City's goal to achieve optimum service delivery through attrition whenever practical.

Wherever practical, contracting for services will be considered as a viable, realistic alternative to providing such services with City staff. The opportunity exists to look beyond our current organizational structure and to review options for downsizing and/ or contracting service delivery. Additionally, new self-sustaining services may be considered for implementation utilizing either outside contract services or contracting in as was achieved by our staff with the in-house maintenance of our Police patrol vehicles.

PROCESS

Written proposals for contracting City services may be submitted from any source through the appropriate Department Head for consideration by the City Manager for evaluation by the Contracting Committee for further study.

The following is an outline of the basic process which will be utilized for evaluation of contracting proposals as they occur.

The Contracting Committee is comprised of three segments:

Project Responsibility/Facilitator

- Finance Director
- Administrative Services Director
- Budget and Research Officer
- Personnel Manager

Department Representative

- Department Head, Manager, and/or Supervisor of service being evaluated.
- Representatives from the service area being evaluated with the technical expertise and qualifications to knowledgeably discuss the contracting proposal.

Employee Representative

- Representatives designated by the appropriate employees' association to evaluate and provide input regarding the specific service being evaluated.

The contracting evaluation process is described below:

1. The entire evaluation team meets as a group. The appropriate department will review and explain the components of their written contracting proposal. The Association representatives as well as the facilitator group will have the opportunity to ask specific questions of the department to clarify their understanding of the proposal under consideration.

2. The team will work together to outline how to evaluate a comparable City effort to provide the same or similar services that would be required of the contractor at the same or lower cost.

3. The project facilitator will determine what, if any, additional back-up data and/or information is required for evaluation of each contract proposal, and win direct the preparation of a draft analysis addressing the available alternatives for service delivery as outlined by the team. The options evaluated will include a "contracting-in" component, if deemed appropriate by the Committee.

4. The findings included in the draft analysis will be presented to the entire evaluation team.

5. Based on the draft evaluation, a decision will be made if outside comparative data would be useful. For example, survey other cities that contract out for the same or similar service to estimate our expected contract cost. Determine the approximate staff effort that will be required to maintain and oversee each contract based on the experience of other cities.

6. Based on all of the data collected above, if contracting remains a viable option, the appropriate department will prepare a Request for Proposal (RFP) for contract services.

7. The appropriate department will provide a written evaluation of each option addressed by the contracting team for service delivery.

8. The project facilitator will prepare an analysis of all of the alternatives available for service delivery including pro's and con's of each option for review by the City Manager and ultimate approval by the City Council.

9. City Council reviews each proposal and makes approval accordingly.

10. The affected department(s) implement the City Council's direction.

CITY OF COSTA MESA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
USE OF CITY FACILITIES/EQUIPMENT & WAIVER OF FEES	100-7	5/17/99 Revised 12/06/04	1 of 2

PURPOSE

The purpose of this policy is to make City facilities and equipment available to government agencies, non-profit organizations and Costa Mesa service organizations, at no charge, while still containing costs. The City Council annually updates and adopts a User Fees and Charges manual, which lists applicable City facilities, equipment and respective rates and charges that this policy is subject to. This manual is approved by separate Council resolution, and may be subject to change.

POLICY

Government Agencies

1. Government agencies may receive a waiver of fees for use of City facilities and/or equipment.

Non-Profit Organizations

1. Non-profit organizations may receive a waiver of fees for use of City facilities and/or equipment.

2. The organization requesting the waiver of fees must provide the City with their non-profit 501C3 number.

Costa Mesa Based Service Organizations

Service organizations may receive a waiver of fees for use of City facilities and/or equipment. However, a waiver of fees will be based on the following criterion:

At least 50% (fifty percent) of the organizations' members must be Costa Mesa residents. To comply with this requirement, the organization must submit a roster of the names and addresses of all its' current members; or a roster of officers with the signature of two officers who are residents of Costa Mesa. An organization may submit a roster of the names and addresses of their officers, if a roster of all members is not available. However, under this provision, at least 80% (eighty percent) of the organizations' officers must be Costa Mesa residents to qualify for a waiver of fees.

General Provisions

1. Each agency or organization is limited to one waiver per quarter. A quarter is defined by months beginning with January, April, July and October.

2. Reservations will be made on a space available only, first come, first serve basis. Priority will be given to paying customers. Government agencies, non-profit organizations, and service organizations may only utilize this option during hours the facility would normally be open and staffed. Refer to the City of Costa Mesa's current User Fees and Charges manual, adopted by the City Council, for specifics on available facilities, rooms, and equipment and related fees.

3. All meetings shall be open to the general public.

4. The waiver shall apply only to the basic rental fees and not to the costs for: a) room and/or equipment set up and break down; b) provision of refreshments; c) delivery and pick up of equipment; and d) any other applicable charges. This provision is not subject to appeal.

PROCEDURE

1. Applicants shall submit a request to the Administrative Services Director.

2. The Administrative Services Director, or his or her designee, will make a determination as to whether the agency or organization meets the Council Policy's requirements for a waiver of fees.

3. If the request qualifies for a waiver, a permit will be issued at no charge.

4. It the request does not qualify for a waiver, the applicant will receive written notification of denial.

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
CITY COUNCIL CONFERENCE, MEETING & TRAINING EXPENDITURES	100-8	11/15/05	1 of 1

PURPOSE

The purpose of this regulation is to establish clear rules on the use of funds from the City Council's Meetings and Conferences Account as it pertains to discretionary expenditures. Nothing in this policy is intended to supplant or otherwise change existing policies, code provisions or other legal restrictions on the expenditure of public funds.

POLICY

All expenditures from the City Council Meetings and Conference Account shall be processed in accordance with existing Purchasing Rules & Regulations. Funds appropriated to this account are for the express purpose of conference & meeting attendance and professional development & training, as follows:

1. Each member of the City Council is permitted to select the specific training, conference or event of their choosing, subject to the provisions of this policy.
2. City staff shall be responsible for making all arrangements and processing payments in connection with Meeting & Conference attendance. City Council members are asked to advise staff of their interest in selected training and conference attendance sufficiently in advance of the event so as to avoid late registration expenses and/or increased costs for travel or lodging.
3. Any out of state travel will require prior approval of the full City Council.
4. Upon adoption of this policy, each member of the City Council shall be entitled to expend up to $2,000 annually for Meetings and Conferences. This amount may be adjusted annually by adoption of the City's Operating Budget. Unexpended funds in this account will not be carried over from one fiscal year to another.
5. Nothing in this policy shall preclude any member of the City Council from requesting the full City Council to authorize additional funds for Meeting & Conference attendance. Such a request must be made at a regular meeting of the City Council and follow the normal posting and noticing requirements.

PROCEDURE

All purchases shall be processed in accordance with adopted purchasing procedures and with the required, supporting documentation. The City Manager's Office is required to produce a summary report of all expenditures from the City Council Meetings and Conference account. This report shall be made available to each City Council member and available for public review in the City Clerk's Office.

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
EXPENSE REIMBURSEMENT AND/OR OVERNIGHT TRAVEL	100-9	06/20/06	1 of 8

PURPOSE:

The purpose of this regulation is to establish guidelines for the reimbursement of the actual and necessary expenses incurred in the performance of official duties and attendance at various conferences and meetings from which the City will derive a specific benefit through attendance by members of legislative bodies ("members") subject to compliance with the provisions of AB1234.

This regulation is also intended to define the City's expectations of its members who are authorized or required to travel in connection with their City responsibilities and clarify which expenses the City will reimburse and which expenses are considered the personal responsibility of the traveler.

POLICY:

In general, all reimbursements to members are a use of public funds. The City expects to reimburse reasonable costs incurred by members when conducting or traveling on City business, and members are expected to use good judgment in their expenditure of public funds.

Also, the attached Travel Guidelines are hereby incorporated into this policy statement by reference.

A. Definitions:

1. Members of legislative bodies are defined as members of City Council, Parks and Recreation Commission, and Planning Commission.

2. Business travel is defined as authorized attendance at conferences, meetings, and seminars or authorized travel for any other purpose in connection with official City responsibilities. Business travel includes day trips and trips requiring one or more overnight stays.

3. Local travel is defined as travel within a radius of fifty miles from City Hall.

4. Out-of-town travel is defined as any travel greater than fifty miles from City Hall.

5. Mileage reimbursement is defined as the reimbursement paid to the member for the use of his/her personal vehicle during travel on official City business. The mileage reimbursement rate will be the then-current rate established by the Internal Revenue Service.

B. Provisions:

1. All conferences and meeting involving an overnight stay and/or cash advance will be reimbursed in accordance with this policy.

2. Attendance at conferences shall be allowed only when said conference is planned for in the adopted budget or approved as set forth below.

3. Conferences, seminars, or other expenses (such as mileage) not planned for in the adopted budget or contemplated within this policy shall require advance approval by City Council prior to the event and before the expense is incurred.

4. The only persons permitted to attend out-of-state conferences shall be City Council members, unless specific permission has been granted in advance by the City Council.

5. Any member who plans to attend or send an appropriate alternate to a conference within a five hundred (500) mile radius of the City of Costa Mesa should request such conference be included in the budget with regard to the estimated expenses.

6. a) If in the judgment of the member, the estimated expense is too high to expect the member to finance it himself/herself and be reimbursed at the end of the month, the City Manager may authorize a cash advance of a minimum of one hundred ($100) dollars up to a maximum of one thousand five hundred ($1,500) dollars to the member. Exceptions may be granted by the City Manager and/or City Council.

   b) Cash advances shall be restricted to per diem allowances where possible.

   c) Approved cash advances up to $400 should be submitted to the Finance Department three weeks prior to departure date. The payment will be made, in

cash, out of the conference Expense Advance Fund. Approved advances in excess of $400 should be submitted to the Finance Department five weeks prior to departure date. The payment will be paid by City warrant.

d) Where possible, all requests for advance payment of conference-related expenses (i.e. registration or hotel expenses) must be submitted to the Finance Department five weeks prior to departure date. The payments will be paid directly to the vendor by City warrant.

e) The member will be notified by the Finance Department when the requested funds are available for pick-up immediately prior to the dates of travel. Receipt of a cash advance for travel expenses does not constitute pre-approval for the expenditure of the entire amount so advanced, as all expenditures must be justified and approved.

7. No reimbursement shall be made for any person other than the member authorized to attend the conference or meeting.

8. Spouses and guests are permitted to accompany the member on City travel and at conferences, seminars, and meetings, except when such accompaniment would interfere with the conduct of City Business. Any additional costs associated with the participation of the spouse or other guests are the member's responsibility.

EXPENDITURE GUIDELINES:

In general, this policy shall be deemed an "accountable" plan for purposes of submitting supporting documentation and receipts for any cash advance or per diem allowances in accordance with Internal Revenue Service regulations then in effect.

Therefore, receipts are required for all travel-related expenses including meals and incidental expenses (M&IE) reimbursed to members.

A. Transportation, Air Travel, and Mileage Reimbursement:

A coach economy-class airplane passage will be considered standard for all out-of-state travel. Air travel is usually more economical in time and money than other

modes of transportation in making long trips. Round trip tickets shall be purchased whenever air transportation is used. Receipts for transportation expenditures must be obtained and submitted with the expense claims. No travel allowances will be made in excess of actual costs of transportation.

Use of personal vehicles for out-of-state travel may be allowed subject to the approval of the City Manager or City Council when the convenience of the City is served, and under certain circumstances when the convenience of the member is served. When personal vehicles are approved for out-of-state travel, the total payment for mileage reimbursement shall not exceed the cost of coach economy-class air passage. In this event, an estimate of the costs of air transportation secured in advance of the travel should be submitted to the Finance Department together with the expense report.

Use of personal vehicles for out-of-city trips within the state may be approved by the City Manager or the City Council. When this mode of transportation is used, mileage expenses will be reimbursed at the then-current standard mileage rate per the Internal Revenue Code. This is a set rate per mile used to compute a rate of reimbursement for the costs of operating a personal vehicle for business use. However, in no case will the amount paid exceed the cost of coach economy-class air passage. Reasonable parking and/or vehicle storage costs will also be allowed.

When air transportation is used, expenses for local transportation such as taxicab, bus fare, and car rental will be allowed whenever such transportation is necessary for the conduct of City business. If available, airport shuttles and/or complimentary shuttles provided to attendees at the conference, seminar, and/or meeting shall be utilized.

B. Lodging

Expenses will be allowed for adequate lodging. Hotel accommodations should be appropriate to the purpose of the trip. Hotel accommodations should be for the standard room rate, government rate, or conference attendee rate, whichever is less, whenever available. Original receipts for lodging must be provided to reconcile amounts paid directly for lodging and/or to obtain reimbursement. A written claim form for exemption to the Transient Occupancy Tax should be submitted to the hotel if such an exemption is available.

Personal charges (i.e. personal phone calls, in-room movie charges, use of spas or gyms, laundry or dry cleaning, miscellaneous sundries, optional quasi-social functions or events in connection with a conference or other items of a personal nature) are the responsibility of the traveler.

C. Telephone calls

Telephone charges will be allowed for official business calls only.

D. Per Diem Allowance

All members traveling out-of-town may, upon request and prior approval by the City manager, receive a "per diem" allowance for meals and incidental expenses in advance of the conference or seminar. The per diem allowance shall be the standard meal allowance for meals and incidental expense in effect for the area where the traveler stops for rest or sleep as outlined in the current U.S. General Services Administration (GSA) Per Diem Rate Schedule. A copy of the current schedule in effect for California cities shall be issued annually by the Director of Finance. Upon request, the Finance Department will provide the per diem rate in effect for travel to destinations outside of California.

The following table outlines the current meals and incidental expense breakdown effective as of October 1, 2005. The Finance department shall determine the applicable rate for the traveler.

Meals and Incidental Expense (M&IE) Breakdown

M&IE	$39	$44	$49	$54	$59	$64
Breakfast.....	7	8	9	10	11	12
Lunch.....	11	12	13	15	16	18
Dinner.....	18	21	24	26	29	31
Incidentals.....	3	3	3	3	3	3

The per diem rate, including any tips and snacks, shall be allocated for meals on all trips and/or conferences and shall be prorated for partial days in accordance with the table above.

Members are responsible for their own meals and incidental expenses for all local travel. On an exception basis, the City Manager may allow reimbursement of meals and incidental expenses up to the per diem allowance for local travel.

In calculating allowable meal expenses for partial days, the following guidelines should be used:

Departure

- If you depart after 8:00 a.m., deduct the breakfast allowance for that day.
- If you depart after 2:00 p.m., deduct the breakfast and lunch allowances for that day.
- If you depart after 8:00 p.m., deduct all meal allowances.

Return

- If you return after 8:00 p.m., you may claim actual expenses up to the full per diem meal allowance for that day.
- If you return between 2:00 p.m. and 8:00 p.m., you may claim actual expenses up to the full amount of the breakfast and lunch allowances.
- If you return between 8:00 a.m. and 2:00 p.m., you may claim actual expenses up to the full amount of the breakfast allowance.

General

- If meals are provided without charge at a meeting or while in transit (meals served on a plane, for example), appropriate deductions must be made from the per diem meal allowance advanced and no reimbursement will be made for meals purchased in lieu of meals provided at the meeting or in transit, except as expressly authorized by the City Council.

The traveler is expected to consume the meals at the conference, meeting or seminar.

E. Lodging, Meals and Travel Time When Traveling by Personal Car

In instances where use of personal automobiles for out-of-state travel is approved for the convenience of the member, lodging, meals and other expenses will be allowed on the same basis as if the member had traveled by air.

F. Registration Fees

Wherever possible, advance registration should be made. However, if this is not accomplished and the member pays for registration upon arrival at said conference, an original receipt or some other documentation of the amount paid for the fee shall be provided with the expense reimbursement claim form.

REIMBURSEMENT:

To be reimbursed for travel expenditures, the member must complete and sign his/her Conference Expense Report, Form CMF 0542-20, and submit it to the Finance Department for review for policy compliance and filing. No reimbursement shall be made until the expense report has been properly executed and approved. All reimbursements will be paid by City warrant.

After returning from the conference and/or trip, members must submit an expense report reconciling the expenses incurred accompanied by the original receipts documenting each expense. All Conference Expense Claims must be submitted to the Director of Finance within twenty-one (21) days after returning from the conference and/or trip. Original receipts for all items must be attached to the expense claim.

RECONCILIATION OF ADVANCE PAYMENTS:

If a member has accepted a cash advance, a reconciliation of the advance payment must be made on the basis of actual expenses incurred as part of the expense report. If actual expenses exceeded the amount of the advance, upon approval of the Director of Finance, said expenses will be reimbursed. If actual expenses do not exceed the expense advance received, said member shall attach a personal check made payable

to the City of Costa Mesa for the unused portion of said advance to his/her "Conference Expense Report."

It is again emphasized that advance payments do not constitute approval to spend the entire amount advanced. All expenditures must be pre-authorized by the City Council and/or justified as part of the submission of the expense report by the member after returning from the conference and/or trip.

The effective date of this Council Policy is June 20, 2006.

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
TRAVEL GUIDELINES FOR MEMBERS OF LEGISLATIVE BODIES	100-9.5	06/20/06	1 of 14

PURPOSE:

These guidelines establish the basic policies and procedures for travel on City business by members of legislative bodies (members). All members who travel on City business are responsible for knowing and following these guidelines.

These guidelines are organized into seven sections:

- General standards
- Planning an official trip
- Submitting travel authorizations and cash advance requests
- Making the trip
- Incurring non-travel expenses
- Accounting for expenses
- Completing travel authorizations/expense reports

The key document in the administrative process is the Expense Report (ER). Besides ensuring that travel by members is conducted in accordance with adopted policies, the ER summarizes the total cost of attending conferences, meetings, and seminars and provides documentation for cash advances and vendor payments. General instructions for completing and processing this form are also included in these guidelines.

POLICY:

These guidelines do not require you to take a bus, stay in a cheap motel, or eat only in fast food restaurants. A bus or a train may cost less than a plane, but the added time away from work can make these slower options more expensive to the City overall or preclude travel by members which will benefit the City. The meal allowances established in these guidelines allow you to eat in moderately priced restaurants.

In all areas, not just costs, you are responsible for exercising good judgment in requesting, arranging, and making a trip. It should be thoroughly planned, well in advance. Personal business should not be mixed with official business if it will cost the City anything in dollars or lost time, or if it will harm the City's interests in any way.

These guidelines are not intended to address every issue, exception, or contingency that may arise in the course of City travel. Accordingly, the basic standard that should always prevail is to exercise good judgment in the use and stewardship of the City's resources.

PLANNING AN OFFICIAL TRIP:

How will you travel?

When planning the transportation portion of your trip, consider all aspects of cost to the City as well as actual transportation costs. In general, common carrier (bus, train, plane) is the preferred mode of transportation. You should use an intercity bus, train or airplane unless there is a valid reason for using private transportation. For example, use of a City vehicle - especially if two or more employees or officials are traveling together - may be less expensive for travel within the State. However, as noted above, the increased time for automobile transportation - and the potential for lost work time, overtime, or increased lodging costs - should be considered in determining the best mode of transportation.

All air travel on City business should be coach class.

If you will be driving, you should use a City vehicle if one is available. You may request a cash advance to purchase gasoline or request reimbursement when you return. If a City vehicle is not available, or there is another reason why you should drive your personal car, you may do so with the approval of the City Council or the City Manager. You will be reimbursed at the currently approved standard mileage rate.

To drive a privately owned vehicle on City business you must:

- Possess a valid California driver's license.
- Carry liability insurance limits required by the City's Risk Management Office.
- Realize that any damage to the car, needed service, or repair occurring on the trip will be your responsibility, as these costs are included in the City's standard mileage rate reimbursement.

If you need local transportation at your destination, use of public transit such as buses, streetcars and subways is appropriate. You will be reimbursed for these expenses. You will be reimbursed for taxis when public transit or other common carriers are not

reasonably available. If a car rental is required, you may use a cash advance or request reimbursement when you return.

When will you go? By what route?

You should generally take the most direct and commonly traveled routes. Other routes may be authorized when official business requires their use. If you take an indirect route or stop along the way for personal reasons, you will not be reimbursed for expenses not directly related to official business.

Where will you stay?

The City will pay for a single room (including taxes and parking) for as many nights as necessary. The accommodations you use should be economical but practical. For example, it is preferable to stay at the hotel where a conference is held, even if that hotel may be slightly more expensive than others in the area. Location is also important: a hotel close to where you will be conducting business may be slightly more expensive than outlying hotels, but it may be easier to achieve the City's travel goals by staying at the closer location. In general, you should stay at the most reasonably priced accommodations available consistent with the purpose and goals of your travel. If you have a question about using a particular hotel, obtain concurrence or direction from the City Council or the City Manager before making a reservation.

Should you make reservations?

Whenever possible, you should make reservations. They are often required for large conferences. Be sure to cancel any reservations you will not use. If the City is charged for an unused reservation, you will pay that charge unless circumstances requiring cancellation were reasonably beyond your control.

When making lodging reservations, be sure to ask about government rates, group rates, conference rates, and exemptions from the local transient occupancy tax (TOT): some cities exempt travelers on City business, others don't. If there is an exemption, you can save up to 18% on lodging costs depending on the local TOT rate. Almost all lodging operators will require an official, written claim for exemption, and a sample for this purpose is provided in Exhibit A.

SUBMITTING CASH ADVANCE REQUESTS:

A Purchase Requisition (PR) should be used to request vendor payments. An Expense Report should be used for cash advances or employee expense reimbursements. City Manager and/or Director of Finance approval of PR's and ER's is required. These documents should be submitted to your staff liaison as far in advance as possible. The City Manager and/or Director of Finance approving PR's and ER's are responsible for determining that the cost is reasonable and justified by the trip's purpose. They should be certain that:

- The purpose cannot be accomplished by mail or telephone.
- The seminar, meeting, or conference is mandatory, reimbursable, or otherwise necessary to accomplish key City goals and objectives and is unavailable locally if overnight accommodations are required.
- The minimum number of City officials and staff members are going.
- The itinerary ensures accomplishment of the purpose at the lowest reasonable cost.
- The traveler understands and follows these guidelines.
- There is enough money in the appropriate travel budget to cover the costs.

Requests for cash in advance and payments to vendors

The City will pay all legitimate expenses of your trip. These include transportation, lodging, registration fees, meals, and any other related expenses if they are for official business and fit within these guidelines.

There are two ways to pay for travel expenses: "direct vendor payment" and "cash advance". Direct vendor payments are made by the City to an organization to pay for specific costs related to a trip - usually registration fees, lodging, and airfare. Cash advances are lump sum payments made to you before you leave to cover expenses as they arise on the trip.

If you request a cash advance, the City Manager and/or Director of Finance must review the amount to be sure it is reasonable. When you return, you must account for all

expenses you incurred, and return the unused portion of the advance. You will be reimbursed the difference if the actual, authorized expenses you incurred exceed the amount advanced, provided that the applicable per diem or per meal rate has not been exceeded except with prior Council approval.

When requesting a cash advance, you must complete the appropriate section of the ER. Retain a copy of the completed ER because you will need it when you reconcile and account for your reimbursable expenses.

MAKING THE TRIP:

There are two key "golden rules" to remember about making an official trip:

- Keep it official.
- Keep records and original receipts for all reimbursable expenses.

Keeping it official

If you take time away from official business for personal matters, or if you delay your return after completing your business, you will not be reimbursed for expenses incurred during that time. When combining business and personal travel in this manner, City Council or City Manager approval is required. If you become sick and must delay your return, you should notify your staff liaison as soon as possible.

Keeping records for all reimbursable expenses

As discussed below under "Accounting for Expenses", you must maintain a detailed record and keep original receipts for all reimbursable expenses incurred during your travel: meals, incidentals, transportation, lodging, baggage handling, parking fees, registration fees, telephone, and any other reasonable and necessary expenses.

Meal allowances and incidental expenses, including beverages, taxes and gratuities.

All members traveling are deemed to be on an "accountable" plan for purposes of submitting supporting documentation and receipts for any cash advance or per diem allowances. Therefore, original receipts are required for meals and incidental expenses (M&IE) reimbursed as a part of the per diem allowance. Any excess per diem must be returned to the City upon submission of the expense report within twenty-one days of the member's return.

The per diem allowance shall be the standard meal allowance for meals and incidental expense in effect for the area where the traveler stops for rest or sleep as outlined in the current U.S. General Services Administration (GSA) Per Diem Rate Schedule.

In calculating allowable meal expenses for partial days, the following guidelines should be used:

Departure

- If you depart after 8:00 a.m., deduct the breakfast allowance for that day.
- If you depart after 2:00 p.m., deduct the breakfast and lunch allowances for that day.
- If you depart after 8:00 p.m., deduct all meal allowances.

Return

- If you return after 8:00 p.m., you may claim actual expenses up to the full per diem meal allowance for that day.
- If you return between 2:00 p.m. and 8:00 p.m., you may claim actual expenses up to the full amount of the breakfast and lunch allowances.
- If you return between 8:00 a.m. and 2:00 p.m., you may claim actual expenses up to the full amount of the breakfast allowance.

General

- If meals are provided without charge at a meeting or while in transit (meals served on a plane, for example), appropriate deductions must be made from the per diem meal allowance.

INCURRING NON-TRAVEL EXPENSES:

The City will pay expenses incurred for such meetings and hospitality as may, from time to time, be determined by the City Council or City Manager to be appropriate. The City will also pay expenses you incur attending meetings or conferences held locally which do not include travel expenditures.

In addition, the City will reimburse you for costs incurred while at a meeting or other function when such costs are directly linked to the program or subject matter of the meeting. Examples of costs which may be borne by the City include printed materials, tapes, or other training material which may be available for sale at the meeting.

Alcoholic Beverages

City funds should not be used to purchase alcohol or reimburse members for alcohol related costs. The City Manager may approve exceptions to this policy on a case-by-case basis.

Spouses and Guests

Spouses and guests are welcome to accompany you on City travel and at conferences, seminars, and meetings. However, any additional costs associated with the participation of your spouse or other guests are your responsibility.

ACCOUNTING FOR EXPENSES:

When you return from your trip or official function, a final accounting of all expenses must be completed by you, approved by the City Manager and submitted to Finance within twenty-one days. An expense report is required in all cases - whether your advance and actual expenses are equal, you are eligible for additional reimbursement, or you owe money to the City.

The final accounting is made by completing the "Expense Report" section of the ER. Only eligible expenses for which you are requesting reimbursement should be included. Listing direct payments to vendors is not required unless it affects your request for reimbursement (for example, reconciling any differences between an advance amount paid for lodgings

and any final reimbursable costs in excess of this amount that you may have incurred upon check-out as well as deductions for any personal expenses that may have been charged to the hotel bill).

After completing the expense report, you should attach all receipts, sign the report attesting to its accuracy, and submit it to your staff liaison for review and processing. If you owe the City for the unused balance of a cash advance, you should enclose (in check form, please) the amount due with the expense report. If the City owes you the reimbursement will be processed on the next check register.

The City Manager and/or Director of Finance approving expense reports are responsible for ensuring that:

- All expenses are reasonable, necessary, and consistent with these guidelines.
- All required original receipts are attached.
- The final disposition is correct (e.g., balance due employee; balance due City).
- Any amounts due to the City are reimbursed.
- Final accounting of all expenses is submitted to Finance.

The effective date of this Council Policy is June 20, 2006.

OVERVIEW OF TRAVEL PROCEDURES

STEP 1

Travel Authorization

Who	What
Traveler	• Consult with Department Director on the need for travel. • Plan itinerary, transportation & lodging. • Complete Expense Report for employee cash advance and/or Purchase Requisition for each direct vendor payment requested.
Department Director	• Review ER and/or PR for conformance with City travel guidelines and department priorities. • Verify that adequate funding exists in the appropriate travel budget to cover all costs. • Approve ER and/or PR, provide a copy to the employee and submit to Finance for payment processing.
Finance Department	• Make cash advance and vendor payments. • File ER in employee's vendor file.

STEP 2

Expense Reporting

Who	What
Traveler	• Complete and submit expense report section of the ER accounting for all reimbursable expenses to the Department Director within 5 working days after completion of travel. • Attach required receipts. • Sign report attesting to its accuracy. • Attach check if a balance is due to the City.
Department Director	• Review expense report for conformance with City travel guidelines. • Verify accuracy of balances and disposition. • Approve expense report, make a copy for departmental records, and submit to Finance.
Finance Department	• File expense report in employee's vendor file and process any payment due to the employee if requested.