

Agenda Report

May 15, 2006

TO: City Council

FROM: City Manager

RE: IMPLEMENTATION OF AB 1234 BY REQUIRING ETHICS TRAINING FOR MEMBERS OF THE CITY COUNCIL AND APPOINTED MEMBERS OF COMMISSIONS AND COMMITTEES; DESIGNATING THE CITY MANAGER, CITY ATTORNEY AND CITY CLERK AS EMPLOYEES REQUIRED TO RECEIVE ETHICS TRAINING; AND ADOPTING A RESOLUTION ESTABLISHING A POLICY FOR REIMBURSEMENT FOR TRAVEL AND EXPENSES FOR ELECTED AND APPOINTED OFFICIALS AND A POLICY FOR REIMBURSEMENT FOR TRAVEL AND EXPENSES FOR APPOINTED MEMBERS OF COMMISSIONS AND COMMITTEES

RECOMMENDATION

It is recommended that the City Council implement Assembly Bill 1234 by requiring ethics training of members of the City Council, and appointed members of Commissions and Committees; by designating the City Manager, City Attorney and the City Clerk as employees required to receive ethics training; and adopting the attached Resolution establishing a policy for reimbursement for travel and expenses for elected officials and a policy for reimbursement for travel and expenses for appointed members of Commissions and Committees. It is further recommended that the Council request that each of the Boards of Directors of the Pasadena Center Operating Company, the Pasadena Community Access Corporation and the Rose Bowl Operating Company adopt its own reimbursement policy consistent with the intent of AB 1234 and the attached City policies, and present such policies to the City Council for ratification within 90 days.

BACKGROUND

Assembly Bill 1234 (Salinas), amended the Government Code Sections 53232 *et seq.* to require that local agencies adopt a written policy concerning what occurrences qualify an official to receive reimbursement of expenses for travel, meals, and lodging and imposed related requirements, including the filing of expense reports. The bill also requires that if a local agency provides any type of compensation or expense reimbursement to a member of the legislative body, then all local agency officials, including members of the City Council and Council-appointed Commissioners, must receive training in ethics prior to December 31, 2006, and then biannually thereafter. Officials entering office after January 1, 2006 must receive the training within one year of the date they take office. The City Council may also designate that certain employees receive the ethics training. Ethics training provided to designated employees, such as the City Manager, City Attorney, and the City Clerk would be provided on the same biannual basis as it is for City Council.

The legislation enacted defines the content required for the training, and requires that the State Attorney General and the Fair Political Practices Commission be consulted as to the sufficiency and accuracy of the content. The City Attorney's Office is in the process of developing a course that will meet the requirements; officials may also complete online, self-study or in-person courses that are offered by outside organizations. Certificates of completion will be maintained by the City and will be subject to the California Public Records Act. A list of training opportunities is attached for information.

With regard to the proposed travel and expense reimbursement policy, under previous State law, it was the general rule that City officials could be reimbursed for actual and necessary expenses. AB 1234 now requires that local agencies adopt a written expense reimbursement policy, and sets out specific requirements:

- The policy must either specify what constitutes "reasonable" rates for travel, meals and lodging or default to the reimbursement rates established by the Internal Revenue Service.
- "Reasonable" rates for lodging at a conference may not exceed the maximum group rates for the conference if available; and non-conference related lodging must be at group or government rates.
- Expense report forms must be used, and all expenses must be documented with receipts.
- When an expense for which reimbursement is sought is not covered by the policy or is not within the reimbursement rates, the City Council must approve the expense at a public meeting before the expense is incurred.
- Officials must report orally or in writing on meetings attended at public expense at the next meeting of the governing body. Although

the legislation specifically defines “meetings” as only those subject to the Brown Act, the City Attorney’s Office has received an indication that this narrowing of the reporting requirement was a drafting error. Staff therefore recommends that a broader definition of “meeting” be utilized in this instance, to include all meetings for which an official is reimbursed in excess of the monthly expense reimbursement allowances provided by the Pasadena Municipal Code.

- Penalties for misuse of public resources or falsifying expense reports may include the loss of reimbursement privileges, restitution, civil penalties and prosecution pursuant to Section 424 of the California Penal Code.

Under the provisions of the proposed Resolution, officials will be required to complete the expense reimbursement forms and submit receipts for all expenses incurred for the general expenses of office as provided by Section 2.05.220 of the Pasadena Municipal Code and for any additional expenses incurred for travel or training. All expense reimbursement forms and receipts, except as redacted to maintain the privacy of certain personal financial data (such as credit card numbers), shall be subject to disclosure under the California Public Records Act.

In addition, officials will be required to make an oral or written report at the next public meeting of any meeting, seminar or conference for which the official is reimbursed for expenses and/or conference fees in excess of \$50.

Although there remains some question as to whether the provisions of AB 1234 are legally applicable to charter cities, notwithstanding the statement in the legislation to the contrary, staff believes that implementation of its terms is appropriate, and will serve to confirm the City’s commitment to the prudent and wise use of public resources.

The City’s operating companies, i.e., the Pasadena Center Operating Company, the Pasadena Community Access Corporation and the Rose Bowl Operating Company, should also be subject to a reimbursement policy that is consistent with the spirit of AB 1234 and with the City’s reimbursement policy. While the operating companies have autonomy in determining the specific types of expenses to be reimbursed and in their internal processes, the policies themselves should be ratified by the City Council as the governing body. It is therefore recommended that the operating companies be requested to adopt reimbursement policies consistent with the spirit of AB 1234 and the attached City policies, and return for ratification of those policies within 90 days.

FISCAL IMPACT

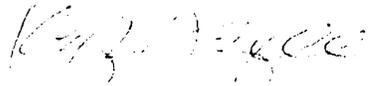
There is no fiscal impact directly associated with this action.

Respectfully Submitted,



CYNTHIA J. KURTZ,
City Manager

Prepared and
Approved By:



KARYN S. EZELL
Director of Human Resources

AB 1234 ETHICS TRAINING OPPORTUNITIES

In-Person

Date	Location	Sponsor
May 20, 2006	Indian Wells	California Contract Cities Association
July 27, 2006	Salinas	League Monterey Bay Division
July 28, 2006	Monterey	League Executive Forum
Sept. 6-9, 2006	San Diego	League Annual Conference
Summer/Fall 2006	Pasadena	City Attorney's Office
Nov. 13, 2006	Santa Cruz	League Monterey Bay Division

Self-Study

Institute for Local Government

<http://www.cacities.org/index.jsp?zone=ilsg&previewStory=24699>

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASADENA
ADOPTING, (A) A POLICY FOR REIMBURSEMENT FOR TRAVEL AND
EXPENSES FOR ELECTED OFFICIALS, AND (B) A POLICY FOR
REIMBURSEMENT FOR TRAVEL AND EXPENSES FOR OFFICIALS
APPOINTED BY THE CITY COUNCIL OF THE CITY OF PASADENA AS
MEMBERS OF COMMISSIONS OR COMMITTEES

WHEREAS, the City of Pasadena takes its stewardship over the use of its limited public resources seriously; and

WHEREAS, public resources should only be used when there is a substantial benefit to the City; and

WHEREAS, such benefits include:

1. The opportunity to discuss the community's concerns with state and federal officials;
2. Participating in regional, state and national organizations whose activities affect the City;
3. Attending educational seminars designed to improve officials' skill and information levels; and
4. Promoting public service and morale by recognizing such service;

and

WHEREAS, legislative and other regional, state and federal agency business is frequently conducted over meals; sharing a meal with regional, state and federal officials is frequently the best opportunity for a more extensive, focused and uninterrupted communication about the City's policy concerns; and

each meal expenditure must comply with the limits and reporting requirements of applicable law; and

WHEREAS, these policies provide guidance to elected and appointed officials on the use and expenditure of City resources, on written and other reporting requirements, as well as the standards against which those expenditures and reimbursements will be measured under applicable law.

NOW, THEREFORE, the City Council of the City of Pasadena hereby adopts the following policies as attached to this Resolution:

- A. POLICY FOR REIMBURSEMENT FOR TRAVEL AND EXPENSES FOR ELECTED OFFICIALS.
- B. POLICY FOR REIMBURSEMENT FOR TRAVEL AND EXPENSES FOR OFFICIALS APPOINTED BY THE CITY COUNCIL OF THE CITY OF PASADENA AS MEMBERS OF COMMISSIONS OR COMMITTEES.

Adopted at the regular meeting of the City Council on the _____ day of _____, 2006, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

JANE RODRIGUEZ, CMC
CITY CLERK

APPROVED AS TO FORM: 5/9/06



NICHOLAS GEORGE RODRIGUEZ
ASSISTANT CITY ATTORNEY

**POLICY FOR REIMBURSEMENT
FOR TRAVEL AND EXPENSES
FOR ELECTED OFFICIALS**

The City Council of the City of Pasadena believes that it is important that elected officials protect public resources and foster public trust in the use of those resources. Further, the City Council believes that the public is best served by officials that remain informed and trained in issues affecting the affairs of the City and that attendance at institutes, hearings, meetings, conferences, or other gatherings is of value to the City and its citizens. The benefits include:

- a. The opportunity to discuss the community's concerns with state and federal officials;
- b. Participation in regional, state and national organizations whose activities affect the City;
- c. Attending educational seminars improve officials' skill and information levels; and
- d. Promoting public service and morale by recognizing such service.

In order to promote these endeavors and comply with the spirit of state law requirements regarding reimbursement of expenses, the City Council of the City of Pasadena hereby sets forth the travel and expense reimbursement policies for the Mayor and each member of the City Council of the City of Pasadena.

A. AUTHORIZED EXPENSES

City funds, equipment, supplies (including letterhead), titles, and staff time must only be used for authorized City business. Pasadena Municipal Code Section 2.05.220 (as may be amended in the future) provides that each member of the City Council shall be eligible for a monthly general expense reimbursement allowance of up to \$300 for the general expenses of office including child care expenses and a monthly telecommunications expense reimbursement allowance of up to \$150 for telecommunications and internet related expenses; and provides that the Mayor shall be eligible for a monthly general expense reimbursement allowance of up to \$500 for the general expenses of office including child care expenses and a monthly telecommunications expense reimbursement allowance of up to \$300. The Mayor and each member of the City Council shall be allowed a one-time reimbursement per election of up to \$5,000 for the purchase of computer equipment and a one-time reimbursement allowance of up to \$300 for the purchase of a mobile phone. Expenses incurred in excess of the reimbursement amounts provided for by Pasadena Municipal Code Section 2.05.220 must be included in the adopted operating budget.

Expenses incurred in connection with the following types of activities generally constitute authorized expenses, as long as the other requirements of this Policy are met:

1. Communicating with representatives of local, regional, state and national government on City adopted policy positions;
2. Attending educational seminars and training (including ethics training) designed to improve officials' skill and information levels;
3. Participating in regional, state and national organizations whose activities affect the

City's interests;

4. Attending City events;

5. Attending community events on behalf of the City; and,

6. The performance of other such official duties in the interest of the City.

All other expenditures require prior approval by the City Council.

B. EXPENSES NOT ELIGIBLE FOR REIMBURSEMENT

Examples of personal expenses that the City will not reimburse include, but are not limited to:

1. The personal portion of any trip;

2. Political or charitable contributions or events;

3. Family expenses, including partner's expenses, when accompanying official on agency-related business, as well as child- or pet-related expenses;

4. Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, spa and/or golf related expenses), or other cultural events;

5. Alcohol expenses;

6. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline; and

7. Personal losses incurred while on City business. Any questions regarding the propriety of a particular type of expense should be resolved by the City Council before the expense is incurred.

C. TRANSPORTATION

All travel on City business shall be planned to provide for the most economical mode of transportation reasonably available. Reasonable travel modes may include:

1. **Airfare.** Airfares that are reasonable and economical shall be eligible for purposes of reimbursement. Government or group rates shall be used when available.

2. **Automobile.** Automobile mileage is reimbursed at Internal Revenue Service ("IRS") rates in effect at the time of travel. These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable.

3. **Car Rental.** Rental rates that are reasonable and economical shall be eligible for purposes of reimbursement.

4. Taxis/Shuttles. Taxis or shuttles fares may be reimbursed, including a 15 percent gratuity per fare, when the cost of such fares is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.

D. LODGING

Lodging expenses will be reimbursed or paid for when travel on official city business reasonably requires an overnight stay. If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking. Travelers must request government rates, when available. In the event conference or government rates are not available, lodging expenses shall be reimbursed subject to the maximum per diem as set by the IRS rate in effect at the time of travel. (FY 2006 rates for California and Washington DC are attached. For other locations, See Cal. Gov't Code §53232.2(c) and Publication 1542 at www.irs.gov or www.policyworks.gov/perdiem.)

E. MEALS

Actual expenses shall be reimbursed subject to the maximum per diem for the meal as set by the IRS rate in effect at the time of travel. The City will not pay for alcohol expenses. Receipts for expenses for meals shall be required.

F. MISCELLANEOUS EXPENSES

Officials will be reimbursed for actual telephone, fax, and parking expenses incurred while traveling on City business. Telephone bills should identify which calls were made on City business.

G. CASH ADVANCE POLICY

From time to time, it may be necessary for an official to request a cash advance to cover anticipated expenses while traveling or doing business on the City's behalf. Such request for an advance should be submitted to the City Council office ten (10) working days prior to the need for the advance with the following information:

1. The purpose of the expenditure(s);
2. The anticipated amount of the expenditure(s) (for example, hotel rates, meal costs, and transportation expenses); and
3. The dates of the expenditure(s).

Any unused advance must be returned to the City within ten (10) working days of the official's return, along with an expense report and receipts documenting how the advance was used. In the event the Mayor is uncertain as to whether a request complies with this policy, such individual must seek resolution from the City Council.

H. EXPENSE REPORT CONTENT AND SUBMISSION DEADLINES

All cash advance expenditures and expense reimbursement requests must be submitted on an expense report form provided by the city, for all general expenses incurred under Pasadena Municipal Code Section 2.05.220 and for any additional expenses approved by the City Council.

Expense reports must document that the expense in question met the requirements of this Policy. Officials must submit their expense reports within ninety (90) calendar days of an expense being incurred, accompanied by receipts documenting each expense. All documents related to reimbursement under this policy, except as redacted to maintain the privacy of certain personal financial data (such as credit card numbers), shall be subject to disclosure under the California Public Records Act.

I. REPORTS TO CITY COUNCIL

At the next regular City Council meeting, each official shall give an oral or written report regarding any meeting attended for which the official is reimbursed in excess of the amounts provided for in Pasadena Municipal Code Section 2.05.220. If multiple officials attended, a report may be made jointly. For the purposes of this section, "meeting" is defined as any seminar, conference or other meeting for which an official is reimbursed for travel, lodging, expenses and/or conference fees above an incidental amount of \$50 (fifty dollars) or less.

J. COMPLIANCE WITH LAWS; VIOLATION

It should be noted by officeholders that some expenditures may be subject to reporting under the Political Reform Act and other laws. All agency expenditures are public records subject to disclosure under the Public Records Act and other applicable laws. Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: 1) loss of reimbursement privileges, 2) a demand for restitution to the City, 3) the agency's reporting the expenses as income to the elected official to state and federal tax authorities, 4) civil penalties of up to \$1,000 per day and three times the value of the resources used, and 5) prosecution for misuse of public resources.

FY 2006 California and Washington DC Per Diem Rates

State	Destination	Location Defined (Counties unless otherwise defined)	Season Begin Date	Season End Date	FY06 Final Lodging Rate	FY06 M&IE	Maximum Per Diem Rate
	Standard Rate applies to all destinations not specifically listed						
CA	Antioch/Brentwood/Concord/Lafayette/Martinez/Pleasant Hill/Richmond/San Ramon/Walnut Creek	Contra Costa			\$60	\$39	\$99
CA	Bakersfield/Delano (Naval Weapons Center and Ordnance Test Station, China Lake)	Kern			\$62	\$44	\$106
CA	Barstow/Ontario/Victorville	San Bernardino			\$76	\$59	\$135
CA	Benicia/Dixon/Fairfield/Vacaville/Vallejo	Solano			\$80	\$44	\$124
CA	Brawley/Calexico/El Centro/Imperial	Imperial			\$68	\$39	\$107
CA	Chico/Oroville	Butte	October 1	November 19	\$60	\$39	\$99
CA	Chico/Oroville	Butte	November 20	September 30	\$67	\$39	\$106
CA	Clearlake	Lake			\$61	\$44	\$105
CA	Death Valley	Inyo			\$70	\$49	\$119
CA	Fresno	Fresno			\$72	\$54	\$126
CA	Los Angeles	Los Angeles, Orange, Ventura and Edwards AFB	October 1	January 31	\$96	\$64	\$160
CA	Los Angeles	Los Angeles, Orange, Ventura and Edwards AFB	February 1	September 30	\$104	\$64	\$168
CA	Mammoth Lakes	Mono	October 1	November 30	\$79	\$54	\$133
CA	Mammoth Lakes	Mono	December 1	January 31	\$106	\$54	\$160
CA	Mammoth Lakes	Mono	February 1	September 30	\$79	\$54	\$133
CA	Mill Valley/San Rafael/Novato/Corte Madera/Sausalito/Tiburon/Larkspur	Marin			\$97	\$54	\$151
CA	Modesto	Stanislaus			\$77	\$49	\$126
CA	Monterey	Monterey			\$103	\$64	\$167
CA	Napa	Napa			\$124	\$64	\$188
CA	Oakhurst	Madera			\$67	\$39	\$106
CA	Oakland	Alameda	October 1	April 30	\$89	\$59	\$148
CA	Oakland	Alameda	May 1	September 30	\$111	\$59	\$170
CA	Palm Springs	Riverside	October 1	December 31	\$99	\$59	\$158
CA	Palm Springs	Riverside	January 1	April 30	\$122	\$59	\$181
CA	Palm Springs	Riverside	May 1	September 30	\$83	\$59	\$142

FY 2006 California and Washington DC Per Diem Rates

State	Destination	Location Defined (Counties unless otherwise defined)	Season Begin Date	Season End Date	FY06 Final Lodging Rate	FY06 M&IE	Maximum Per Diem Rate
CA	Point Arena/Gualala	Mendocino			\$66	\$54	\$120
CA	Redding	Shasta			\$76	\$44	\$120
CA	Sacramento	Sacramento			\$94	\$59	\$153
CA	San Diego	San Diego	October 1	December 31	\$120	\$64	\$184
CA	San Diego	San Diego	January 1	May 31	\$127	\$64	\$191
CA	San Diego	San Diego	June 1	September 30	\$120	\$64	\$184
CA	San Francisco	San Francisco			\$130	\$64	\$194
CA	San Luis Obispo	San Luis Obispo			\$94	\$54	\$148
CA	San Mateo/Foster City/Belmont	San Mateo			\$86	\$54	\$140
CA	Santa Barbara	Santa Barbara	October 1	January 31	\$100	\$59	\$159
CA	Santa Barbara	Santa Barbara	February 1	June 30	\$133	\$59	\$192
CA	Santa Barbara	Santa Barbara	July 1	August 31	\$173	\$59	\$232
CA	Santa Barbara	Santa Barbara	September 1	September 30	\$133	\$59	\$192
CA	Santa Cruz	Santa Cruz	October 1	May 31	\$70	\$54	\$124
CA	Santa Cruz	Santa Cruz	June 1	August 31	\$85	\$54	\$139
CA	Santa Cruz	Santa Cruz	September 1	September 30	\$70	\$54	\$124
CA	Santa Monica	City limits of Santa Monica			\$149	\$64	\$213
CA	Santa Rosa	Sonoma			\$100	\$64	\$164
CA	South Lake Tahoe	El Dorado	October 1	December 31	\$124	\$54	\$178
CA	South Lake Tahoe	El Dorado	January 1	June 30	\$114	\$54	\$168
CA	South Lake Tahoe	El Dorado	July 1	September 30	\$124	\$54	\$178
CA	Stockton	San Joaquin			\$70	\$44	\$114
CA	Sunnyvale/Palo Alto/San Jose	Santa Clara			\$101	\$59	\$160
CA	Tahoe City	Placer			\$92	\$59	\$151
CA	Truckee	Nevada	October 1	November 30	\$80	\$59	\$139
CA	Truckee	Nevada	December 1	February 28	\$93	\$59	\$152
CA	Truckee	Nevada	March 1	September 30	\$80	\$59	\$139
CA	Visalia/Lemoore	Tulare and Kings			\$65	\$49	\$114
CA	West Sacramento	Yolo			\$75	\$44	\$119
CA	Yosemite National Park	Mariposa	October 1	October 31	\$80	\$64	\$144
CA	Yosemite National Park	Mariposa	November 1	December 31	\$104	\$64	\$168
CA	Yosemite National Park	Mariposa	January 1	September 30	\$80	\$64	\$144

FY 2006 California and Washington DC Per Diem Rates

State	Destination	Location Defined (Countries unless otherwise defined)	Season Begin Date	Season End Date	FY06 Final Lodging Rate	FY06 M&IE	Maximum Per Diem Rate
DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington, Fairfax, and Loudoun in Virginia; and the counties of Montgomery and Prince George's in Maryland) (See also Maryland and Virginia)	October 1	December 31	\$166	\$64	\$230
DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington, Fairfax, and Loudoun in Virginia; and the counties of Montgomery and Prince George's in Maryland) (See also Maryland and Virginia)	January 1	January 31	\$187	\$64	\$251
DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington, Fairfax, and Loudoun in Virginia; and the counties of Montgomery and Prince George's in Maryland) (See also Maryland and Virginia)	February 1	June 30	\$180	\$64	\$244
DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington, Fairfax, and Loudoun in Virginia; and the counties of Montgomery and Prince George's in Maryland) (See also Maryland and Virginia)	July 1	August 31	\$150	\$64	\$214
DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington, Fairfax, and Loudoun in Virginia; and the counties of Montgomery and Prince George's in Maryland) (See also Maryland and Virginia)	September 1	September 30	\$192	\$64	\$256

Meals and Incidental Expense Breakdown Effective October 1, 2005.

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

Chapter 300, Part 300-3, in the Federal Travel Regulation (www.gsa.gov/fttr), under Per Diem Allowance, describes Incidental Expenses as: A. Fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries. B. Transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the temporary duty site. C. Mailing cost associated with filing travel vouchers and payment of Government charge card billings.

**POLICY FOR REIMBURSEMENT FOR TRAVEL AND EXPENSES
FOR OFFICIALS APPOINTED BY THE CITY COUNCIL OF THE CITY OF PASADENA AS
MEMBERS OF COMMISSIONS OR COMMITTEES**

The City Council of the City of Pasadena believes that it is important that public officials protect public resources and foster public trust in the use of those resources. In order to promote these endeavors and comply with state law requirements regarding reimbursement of expenses, the City Council of the City of Pasadena hereby sets forth the travel and expense reimbursement policy for all members of Commissions, Committees or other bodies created by Title 2 of the Pasadena Municipal Code or by other action of the City Council.

A. AUTHORIZED EXPENSES

On occasion opportunities for meeting the City's goals can be enhanced by the participation of a member of a Commission, Committee or other body. Staff or the City Council may identify such opportunities and request from time to time that a member participate in a City-related meeting, seminar or conference. Any activities that may result in the need for expense reimbursement or that actually incur expenses shall require prior approval by the affected Department Director. Expenses incurred in connection with the following types of activities generally constitute authorized expenses, as long as the other requirements of this Policy are met:

1. Attending educational seminars and training (including ethics training) designed to improve officials' skill and information levels;
2. Participating in local, regional, state and national organizations whose activities affect the City's interests.

B. EXPENSES NOT ELIGIBLE FOR REIMBURSEMENT

Appointed members of Commissions, Committees or other bodies are not authorized to incur expenses on behalf of the City. General operational expenses for printing, postage or other incidentals may only be incurred by authorized City staff.

In the event authorized expenses are incurred as allowed under Section A., above, the City will not provide reimbursement for personal expenses, including but not limited to:

1. The personal portion of any trip;
2. Political or charitable contributions or events;
3. Family expenses, including partner's expenses, when accompanying official on agency-related business, as well as child- or pet-related expenses;
4. Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, spa and/or golf related expenses), or other cultural events;
5. Alcohol expenses;

6. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline; and

7. Personal losses incurred while on City business. Any questions regarding the propriety of a particular type of expense should be resolved by the City before the expense is incurred.

C. TRANSPORTATION

All authorized travel on City business shall be planned to provide for the most economical mode of transportation reasonably available. Reasonable travel modes may include:

1. **Airfare.** Airfares that are reasonable and economical shall be eligible for purposes of reimbursement. Government or group rates shall be used when available.

2. **Automobile.** Automobile mileage is reimbursed at Internal Revenue Service ("IRS") rates in effect at the time of travel. These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable.

3. **Car Rental.** Rental rates that are reasonable and economical shall be eligible for purposes of reimbursement.

4. **Taxis/Shuttles.** Taxis or shuttles fares may be reimbursed, including a 15 percent gratuity per fare, when the cost of such fares is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.

D. LODGING

Lodging expenses will be reimbursed or paid for when authorized travel on official city business reasonably requires an overnight stay. If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking. Travelers must request government rates, when available. In the event conference or government rates are not available, lodging expenses shall be reimbursed subject to the maximum per diem as set by the IRS rate in effect at the time of travel. (FY 2006 rates for California and Washington DC are attached. For other locations, See Cal. Gov't Code §53232.2(c) and Publication 1542 at www.irs.gov or www.policyworks.gov/perdiem.)

E. MEALS

Actual expenses shall be reimbursed subject to the maximum per diem for the meal as set by the IRS rate in effect at the time of travel. The City will not pay for alcohol expenses. Receipts for expenses for meals shall be required.

G. CASH ADVANCE POLICY

From time to time, it may be necessary for an official to request a cash advance to cover anticipated expenses while traveling or doing business on the City's behalf. Such request for an advance should be submitted to the affected Department Director ten (10) working days prior to the need for the advance with the following information:

1. The purpose of the expenditure(s);
2. The anticipated amount of the expenditure(s) (for example, hotel rates, meal costs, and transportation expenses); and
3. The dates of the expenditure(s).

Any unused advance must be returned to the City within ten (10) working days of the official's return, along with an expense report and receipts documenting how the advance was used. In the event City staff is uncertain as to whether a request complies with this policy, such individual must seek resolution from the Mayor.

H. EXPENSE REPORT CONTENT AND SUBMISSION DEADLINES

All cash advance expenditures and expense reimbursement requests must be submitted on an expense report form provided by the city.

Expense reports must document that the expense in question met the requirements of this Policy. Officials must submit their expense reports within ninety (90) calendar days of an expense being incurred, accompanied by receipts documenting each expense. All documents related to reimbursement under this policy, except as redacted to maintain the privacy of certain personal financial data (such as credit card numbers), shall be subject to disclosure under the California Public Records Act.

I. REPORTS TO COMMISSION OR COMMITTEE

At the next regular meeting of the Commission, Committee or other body, each official shall give an oral or written report on any meeting attended for which the official will be reimbursed. If multiple officials attended, a report may be made jointly. For the purposes of this section, "meeting" is defined as any seminar, conference or other meeting for which an official is reimbursed for travel, lodging, expenses and/or conference fees.

J. COMPLIANCE WITH LAWS; VIOLATION

It should be noted by officeholders that some expenditures may be subject to reporting under the Political Reform Act and other laws. All agency expenditures are public records subject to disclosure under the Public Records Act and other applicable laws. Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: 1) loss of reimbursement privileges, 2) a demand for restitution to the City, 3) the agency's reporting the expenses as income to the elected official to state and federal tax authorities, 4) civil penalties of up to \$1,000 per day and three times the value of the resources used, and 5) prosecution for misuse of public resources.

FY 2006 California and Washington DC Per Diem Rates

State	Destination	Location Defined (Counties unless otherwise defined)	Season Begin Date	Season End Date	FY06 Final Lodging Rate	FY06 M&IE	Maximum Per Diem Rate
	Standard Rate applies to all destinations not specifically listed						
	Antioch/Brentwood/Concord/Lafayette/Martinez/Pleasant Hill/Richmond/San Ramon/Walnut Creek	Contra Costa			\$60	\$39	\$99
CA	Bakersfield/Delano (Naval Weapons Center and Ordnance Test Station, China Lake)	Kern			\$62	\$44	\$106
CA	Barstow/Ontario/Victorville	San Bernardino			\$76	\$59	\$135
CA	Benicia/Dixon/Fairfield/Vacaville/Vallejo	Solano			\$80	\$44	\$124
CA	Brawley/Calexico/EI Centro/Imperial	Imperial			\$68	\$39	\$107
CA	Chico/Oroville	Butte	October 1	November 19	\$60	\$39	\$99
CA	Chico/Oroville	Butte	November 20	September 30	\$67	\$39	\$106
CA	Clearlake	Lake			\$61	\$44	\$105
CA	Death Valley	Inyo			\$70	\$49	\$119
CA	Fresno	Fresno			\$72	\$54	\$126
CA	Los Angeles	Los Angeles, Orange, Ventura and Edwards AFB	October 1	January 31	\$96	\$64	\$160
CA	Los Angeles	Los Angeles, Orange, Ventura and Edwards AFB	February 1	September 30	\$104	\$64	\$168
CA	Mammoth Lakes	Mono	October 1	November 30	\$79	\$54	\$133
CA	Mammoth Lakes	Mono	December 1	January 31	\$106	\$54	\$160
CA	Mammoth Lakes	Mono	February 1	September 30	\$79	\$54	\$133
CA	Mill Valley/San Rafael/Novato/Corte Madera/Sausalito/Tiburon/Larkspur	Marin			\$97	\$54	\$151
CA	Modesto	Stanislaus			\$77	\$49	\$126
CA	Monterey	Monterey			\$103	\$64	\$167
CA	Napa	Napa			\$124	\$64	\$188
CA	Oakhurst	Madera			\$67	\$39	\$106
CA	Oakland	Alameda	October 1	April 30	\$89	\$59	\$148
CA	Oakland	Alameda	May 1	September 30	\$111	\$59	\$170
CA	Palm Springs	Riverside	October 1	December 31	\$99	\$59	\$158
CA	Palm Springs	Riverside	January 1	April 30	\$122	\$59	\$181
CA	Palm Springs	Riverside	May 1	September 30	\$83	\$59	\$142

FY 2006 California and Washington DC Per Diem Rates

State	Destination	Location Defined (Counties unless otherwise defined)	Season Begin Date	Season End Date	FY06 Final Lodging Rate	FY06 M&IE	Maximum Per Diem Rate
CA	Point Arena/Gualala	Mendocino			\$66	\$54	\$120
CA	Redding	Shasta			\$76	\$44	\$120
CA	Sacramento	Sacramento			\$94	\$59	\$153
CA	San Diego	San Diego	October 1	December 31	\$120	\$64	\$184
CA	San Diego	San Diego	January 1	May 31	\$127	\$64	\$191
CA	San Diego	San Diego	June 1	September 30	\$120	\$64	\$184
CA	San Francisco	San Francisco			\$130	\$64	\$194
CA	San Luis Obispo	San Luis Obispo			\$94	\$54	\$148
CA	San Mateo/Foster City/Belmont	San Mateo			\$86	\$54	\$140
CA	Santa Barbara	Santa Barbara	October 1	January 31	\$100	\$59	\$159
CA	Santa Barbara	Santa Barbara	February 1	June 30	\$133	\$59	\$192
CA	Santa Barbara	Santa Barbara	July 1	August 31	\$173	\$59	\$232
CA	Santa Barbara	Santa Barbara	September 1	September 30	\$133	\$59	\$192
CA	Santa Cruz	Santa Cruz	October 1	May 31	\$70	\$54	\$124
CA	Santa Cruz	Santa Cruz	June 1	August 31	\$85	\$54	\$139
CA	Santa Cruz	Santa Cruz	September 1	September 30	\$70	\$54	\$124
CA	Santa Monica	City limits of Santa Monica			\$149	\$64	\$213
CA	Santa Rosa	Sonoma			\$100	\$64	\$164
CA	South Lake Tahoe	El Dorado	October 1	December 31	\$124	\$54	\$178
CA	South Lake Tahoe	El Dorado	January 1	June 30	\$114	\$54	\$168
CA	South Lake Tahoe	El Dorado	July 1	September 30	\$124	\$54	\$178
CA	Stockton	San Joaquin			\$70	\$44	\$114
CA	Sunnyvale/Palo Alto/San Jose	Santa Clara			\$101	\$59	\$160
CA	Tahoe City	Placer			\$92	\$59	\$151
CA	Truckee	Nevada	October 1	November 30	\$80	\$59	\$139
CA	Truckee	Nevada	December 1	February 28	\$93	\$59	\$152
CA	Truckee	Nevada	March 1	September 30	\$80	\$59	\$139
CA	Visalia/Lemoore	Tulare and Kings			\$65	\$49	\$114
CA	West Sacramento	Yolo			\$75	\$44	\$119
CA	Yosemite National Park	Mariposa	October 1	October 31	\$80	\$64	\$144
CA	Yosemite National Park	Mariposa	November 1	December 31	\$104	\$64	\$168
CA	Yosemite National Park	Mariposa	January 1	September 30	\$80	\$64	\$144

FY 2006 California and Washington DC Per Diem Rates

State	Destination	Location Defined (Countries unless otherwise defined)	Season Begin Date	Season End Date	FY06 Final Lodging Rate	FY06 M&IE	Maximum Per Diem Rate
DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington, Fairfax, and Loudoun in Virginia; and the counties of Montgomery and Prince George's in Maryland) (See also Maryland and Virginia)	October 1	December 31	\$166	\$64	\$230
DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington, Fairfax, and Loudoun in Virginia; and the counties of Montgomery and Prince George's in Maryland) (See also Maryland and Virginia)	January 1	January 31	\$187	\$64	\$251
DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington, Fairfax, and Loudoun in Virginia; and the counties of Montgomery and Prince George's in Maryland) (See also Maryland and Virginia)	February 1	June 30	\$180	\$64	\$244
DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington, Fairfax, and Loudoun in Virginia; and the counties of Montgomery and Prince George's in Maryland) (See also Maryland and Virginia)	July 1	August 31	\$150	\$64	\$214
DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington, Fairfax, and Loudoun in Virginia; and the counties of Montgomery and Prince George's in Maryland) (See also Maryland and Virginia)	September 1	September 30	\$192	\$64	\$256

Meals and Incidental Expense Breakdown Effective October 1, 2005.

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

Chapter 300, Part 300-3, in the Federal Travel Regulation (www.gsa.gov/ftr), under Per Diem Allowance, describes Incidental Expenses as: A. Fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries. B. Transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the temporary duty site. C. Mailing cost associated with filing travel vouchers and payment of Government charge card billings.