

RESOLUTION NO. 10-29

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA CAÑADA FLINTRIDGE AMENDING THE EXPENSE REIMBURSEMENT POLICY

WHEREAS, the City Council of the City of La Cañada Flintridge takes seriously their stewardship over the use of the City's limited public resources; and,

WHEREAS, the City Council determines that public resources should only be used to reimburse expenses incurred when there is a substantial benefit to the City and/or the community; and,

WHEREAS, such benefits include;

1. The opportunity to discuss the community's concerns, issues, needs and/or desires with county, state and federal officials;
2. Participating in regional, state and national organizations whose activities affect the City of La Cañada Flintridge;
3. Attending educational seminars designed to improve officials' skills, knowledge and information levels;
4. Promoting public service, morale or interest in government; and,

WHEREAS, the City Council is desirous of adopting a policy and guidelines to establish reasonable limitations on the amount of expenses that may be incurred while acting in an official capacity on behalf of the City; and,

WHEREAS, such a policy will provide guidance to elected and appointed officials on the use and/or expenditure of City resources, as well as the standards against which those expenditures will be measured; and,

WHEREAS, this policy is intended to satisfy the requirements of Government Code sections 53232.2 and 53233.3; and,

WHEREAS, this policy supplements the definition of "actual and necessary expenses" for purposes of state law relating to permissible uses of public resources; and,

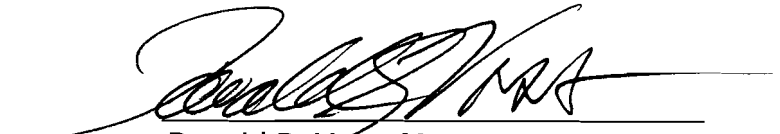
WHEREAS, this policy also supplements the definition of "necessary and reasonable expenses" for purposes of federal and state income tax laws; and,

WHEREAS, this policy also applies to any charges made to a City of La Cañada Flintridge credit card, cash advances, or other line of credit.

NOW, THEREFORE, the City Council of the City of La Cañada Flintridge does hereby resolve as follows:

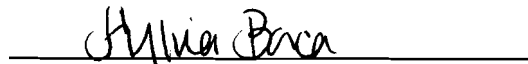
1. The City's reimbursement Policy shall be as established in Exhibit A entitled "Reimbursement Policy" attached hereto and incorporated herein.
2. The City Manager shall be authorized to determine the rate of reimbursement annually by Administrative Policy, in accordance with but not exceeding the annual January-to-January Consumer Price Index or less.

PASSED, APPROVED and ADOPTED THIS 2nd DAY OF AUGUST, 2010.



Donald R. Voss, Mayor

ATTEST:



Sylvia Baca, City Clerk

State of California)
County of Los Angeles) ss.
City of La Cañada Flintridge)

I, Sylvia Baca, City Clerk of the City of La Cañada Flintridge, California, do hereby certify that the foregoing Resolution No. 10-29 was duly adopted by the City Council of the City of La Cañada Flintridge at a Regular Meeting held on the 2nd day of August 2010, by the following vote:

AYES: COUNCILMEMBERS: Del Guercio, Olhasso, Spence, Brown, Voss
NOES: COUNCILMEMBERS: None
ABSENT: COUNCILMEMBERS: None
ABSTAIN: COUNCILMEMBERS: None

Dated: August 3, 2010



Sylvia Baca City Clerk

REIMBURSEMENT POLICY

Purpose:

The City of La Cañada Flintridge shall reimburse expenditures incurred only in the course of official and authorized City business. Expenses incurred in connection with the following types of activities generally constitute authorized expenses, provided other applicable requirements of this policy, or other City policies, are also met. They include, but are not limited to:

1. Communicating with representatives of local, regional, state and/or national government on City adopted positions;
2. Attending educational seminars designed to improve officials' skills, knowledge and information levels;
3. Participating in local, regional, state and/or national organizations whose activities affect the City's interests;
4. Recognizing service to the City or community;
5. Attending community events or participating in the events of local nonprofit, service or philanthropic organizations;
6. Meetings with representatives of local organizations, charitable groups, religious affiliations or intergovernmental agencies to discuss matters affecting the interests of the City;
7. Implementing a City approved strategy for attracting or retaining business to the City;
8. Meetings with City consultants, contractors, advisors, agents, legal counsel, etc. to discuss matters of importance to the City; and,
9. Meetings, such as those listed above, for which a cash advance is authorized under this policy.

The following expenses shall require prior City Council approval:

1. Interstate or International travel;
2. Expenses which exceed budgeted limits; and
3. Expenses anticipated to exceed \$2,000 per trip.

Applicability:

This policy shall apply to all persons incurring expenses during official City business and/or while acting on behalf of the City, for which reimbursement is sought. This includes, but is not limited to, members of the City Council, City Commissions, Committees, ad hoc/blue ribbon committees, (hereinafter "officials"), and City staff members, employees, City Council appointees (non legislative body), volunteers, and additionally designated individuals of the City Council or City Manager (hereinafter "employees").

Non-Reimbursable:

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

1. The personal portion of any trip;
2. Political activities or charitable fundraising contributions or events;
3. Family expenses, including partner's expenses when accompanying officials and employees on agency-related business, as well as children or pet-related expenses;
4. Entertainment expenses, including movies, sporting events, or other cultural events;
5. Non-mileage personal automobile expenses, including repairs, traffic/parking citations, insurance or toll highway and toll parking fees (when free alternatives are available); and
6. Personal losses incurred while on City business.

Any questions regarding a particular type of expense should be resolved by the approving authority before the expense is incurred.

Cost Controls:

To conserve City resources and keep expenses within community standards, expenditures should adhere to the following guidelines. In the event that expenses are incurred which exceed these guidelines, the cost borne or reimbursed by the City will be limited to the costs that fall within the guidelines, unless previously approved otherwise by the City Council.

Transportation:

The most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements must be used, using the most direct and time-efficient route. Government and/or group rates must be used when available.

Airfare. Coach class (non-stop or single-stop) priced on round-trip purchase; or one-way (both directions) whichever is most cost effective. Every attempt should be made to secure advance discount pricing.

Automobile. Automobile mileage reimbursed based on Internal Revenue Service rates presently in effect. These rates are intended to compensate the driver for gasoline, insurance, maintenance and other expenses associated with operating the in motor vehicle. This amount does not include bridge and road tolls, which are also reimbursable, when necessarily incurred.

Car Rental. Economy, compact or mid-sized rentals only. If several officials and/or employees are sharing a car rental, a larger size may be appropriate. Applicable loss damage waiver insurance is encouraged. Attempts should be made to acquire the lowest rate through competitive shopping and advance reservations. Car rentals may be considered an alternative to airfare or mileage reimbursement where the cost of airfare or mileage equals or exceeds the cost of car rental.

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

Lodging:

Lodging expenses will be reimbursed or paid for when travel on official City business reasonably requires an overnight stay (i.e. more than 50 miles from the official's or employee's home).

Conference/Meetings. 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. If the group rate is not available, see below.

Other Lodging. Travelers must request government rates, when available. A listing of hotels offering rates in different areas is available through the State of California's "Lodging Guide Program". Lodging rates that are equal to or less than government rates are presumed to be reasonable and reimbursable for purposes of this policy.

In the event that government rates are not available at a given time or in a given area, lodging rates that do not exceed \$272 per night are presumed reasonable and hence reimbursable. The reimbursement rate for lodging may be increased annually by Administrative Policy, with authorization from the City Manager. Such an increase, if authorized, shall be no more than the January-to-January Consumers Price Index increase (CPI- Los Angeles- Riverside- Orange County, All Urban Consumers) as rounded to the nearest whole dollar.

Meals:

Meal expenses and associated gratuities will be reimbursed at the following maximum rates:

Breakfast	Up to \$16 per person
Lunch	Up to \$27 per person
Dinner	Up to \$54 per person

These amounts may be increased annually, with authorization from the City Manager by Administrative Policy. Such an increase, if authorized, shall be no more than the January-to-January Consumers Price Index increase (CPI- Los Angeles- Riverside- Orange County, All Urban Consumers) as rounded to the nearest whole dollar. The City will not reimburse for alcohol/personal bar expenses.

Telephone/Fax/Cellular/Internet:

Officials will be reimbursed for actual telephone, fax, cellular and internet expenses incurred on City business upon submission of a photocopy of the bill (with personal information redacted.) Telephone bills should identify which calls were made on City business. For cellular calls when the official or employee has a particular number of minutes included in their plan, the official or employee shall identify the percentage of calls made on public business and pro rate the bill accordingly.

Other:

Baggage handling fees of up to \$1 per bag and gratuities of up to 15 percent will be reimbursed. Expenses for which City officials or employees receive reimbursement from another agency are not reimbursable.

Cash Advance Policy:

From time to time, it may be necessary for an official or employee to request a cash advance to cover anticipated expenses while traveling or doing business on the City's behalf. Such request must be submitted to the City Manager or his designee at least three days prior to the need for the advance with the following information:

1. The purpose of the expenditure(s);
2. The benefits of such expenditure(s) to the City;
3. The anticipated amount of the expenditure(s) (i.e., hotel rates, meal costs, and transportation expenses); and
4. The date(s) of the expenditure(s).

Any unused advance must be returned to the City treasury within five business days of the official's or employee's return, along with an expense report and receipts documenting how the advance was used in compliance with this reimbursement policy.

In the event the City Manager or his designee is uncertain or unable to determine whether a request complies with this policy, the City Manager or individual seeking the cash advance must obtain a determination from the City Council.

Credit Card Use Policy:

Holders of City issued credit cards may use the City's credit card for such purposes as provided herein or for the purposes as provided in the City's "purchasing policies and procedures." Receipts documenting expenses incurred on the City credit card and compliance within this policy must be submitted as set forth below. City credit cards may not be used for personal expenses, even if the official or employee subsequently reimburses the City.

Expense Report Content and Submission Deadline:

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

Expense reports must document the expense in question and how it meets the requirements of this policy.

Officials and employees must submit their expense report within thirty (30) days of an expense being incurred, accompanied by receipts documenting each expense. Restaurant receipts, in addition to any credit card receipts, are also part of the necessary documentation.

Inability to provide such documentation in a timely fashion may result in the reimbursement request being denied.

Audits of Expense Reports:

All expenses are subject to verification that they comply with this policy.

Reports to Legislative Body:

Pursuant to State of California Government Code Section 53232.3 (d) at the next regular or special City Council meeting or meeting of the respective legislative body following the incurring of the expense, each elected City official shall briefly report to their respective legislative body on the meeting(s). If multiple officials attended, a joint report may be made.

Compliance with the Laws:

Officials should recognize that some expenditures may be subject to reporting under the Political Reform Act and/or other laws or may be prohibited altogether. All City expenditures are public records subject to disclosure under the Public Records Act.

Ethics Training:

Pursuant to applicable state law, elected City officials, as well as members of any body of the City that is subject to the provisions of the Ralph M. Brown Act ("Open Meeting Law"), shall be required to attend and must complete a certified curriculum in ethics training at least once every two years, (or as frequently as the law may subsequently be amended to provide.) Officials shall submit copies of their certification to the City Clerk within thirty (30) days of completion of the curriculum.

Violation of this Policy:

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 City reporting the expenses as income to county, state and/or federal authorities;
4. Civil penalties of up to \$1,000 per day and three times the value of the resources used;
5. Prosecution for misuse of public resources;

6. Disciplinary action, up to and including termination, dependent upon severity and frequency.

Enforcement:

It shall be the duty and responsibility of the City Council to enforce the provisions of this policy as respects City officials. It shall be the duty and responsibility of the City Manager to enforce the provisions of this policy as respects City employees.