

RESOLUTION NO. 6024

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MANHATTAN BEACH, CALIFORNIA, ADOPTING AN ELECTED
OFFICIALS' REIMBURSEMENT POLICY

THE CITY COUNCIL OF THE CITY OF MANHATTAN BEACH, CALIFORNIA, DOES
HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. The City Council hereby makes the following finding:

(a). The recent passage of Assembly Bill 1234 requires that any City which reimburses
elected officials for their out of pocket expenses must adopt an expense reimbursement policy;

(b). It is in the best interest of the health, safety and welfare of the citizens of
Manhattan Beach that elected officials have access to training and other resources which will enable
them to be more effective representatives;

(c). Elected officials should not be expected to personally absorb the expense of
conducting City business or using training or other resources which primarily benefit the City.

SECTION 2. The City Council hereby adopts the following Expense Reimbursement
Policy effective January 1, 2006:

ELECTED OFFICIALS' EXPENSE REIMBURSEMENT POLICY

Elected officials of the City of Manhattan Beach are authorized to receive expense reimbursement for
the activities and in the amounts authorized by this policy without the need for any further Council
action. Any activity or amount of expense reimbursement not provided for in this policy shall require
City Council approval.

I. Activities For Which Expenses May Be Reimbursed

Any elected official for the City of Manhattan Beach may receive reimbursement for the expense of
attending any training or conference related to municipal government, including but not limited to:
seminars; conferences; League of California Cities' sponsored activities; National League of Cities
sponsored activities; official (nonpolitical) banquets or honorary dinners; any training which relates in
any way to the services or role of municipal government; lobbying activities on behalf of the City.
Elected officials may also receive reimbursement for attending any intergovernmental activity (such as
those sponsored by the South Bay Council of Governments) and for activities related to their City
assignments.

Elected officials may be reimbursed for actual and reasonable expenses with regard to communicating
and meeting with their constituents provided that they have made an effort to use City resources before
advancing their own personal funds. Examples of such activities would be sending newsletters or
bulletins to constituents, holding "town hall" type meetings, or informal meetings with residents.
Provided, however, such activity shall be directly related to performance of the elected official's duties
as a City official and not political or primarily related to the elected official's reelection activity.

Where available, elected officials must use government and group rates for travel and lodging. If an
activity has published room rates available to those attending reimbursement for lodging for that activity
shall not exceed the published room rate.

Any reimbursable activity must be consistent with the rules of the Fair Political Practices Commission,
the "Brown Act," The Political Reform Act and other applicable statutes and regulations. Any activity
conducted in violation of any such regulation or law shall not be eligible for reimbursement.

II. Types of Expenses Which May Be Reimbursed

While traveling on City business, elected officials shall continue to comply with all provisions of the City's Administrative Instruction A-06 (Travel and Attendance at Conferences and Meetings) which is incorporated herein by reference. No elected official may receive any amount as reimbursement which exceeds the actual expense incurred. Other expenses which may be reimbursed at actual cost shall include: meals where City business or purposes are being discussed or promoted; printing and postage for City related non-political materials (provided that City in-kind services are not available); coffee and light snacks or refreshments for non-political town hall or other meetings with residents related to City business.

III. Limit on Expense Reimbursement For Elected Officials' Use of Their Own Vehicles and Telecommunications Devices.

(a.) Vehicle Reimbursement

No elected official shall receive more than four hundred dollars (\$400) in a calendar month for their use of their own vehicle in conducting City business regardless of the number of miles driven, except in circumstances as defined in the City's travel reimbursement policy, A-06 provision I (2). Any elected official logging at least thirty (30) miles in conducting City business in any calendar month shall be reimbursed the sum of \$400 for that month provided that a form approved by the City Manager is submitted documenting said use.

For purposes of this policy subsection the term "conducting City business" shall include mileage driven to and from any City related activity including: Council meetings; Commission meetings; Committee meetings; seminars; conferences; meetings of intergovernmental groups; official appearances on behalf of the City; City related banquets or other formal occasions; meetings with residents or business owners regarding City matters; site visits related in any way to City business; and lobbying activities. No elected official shall be entitled to claim reimbursement for mileage related to an activity which violates any FPPC regulation, the "Brown Act," the Political Reform Act or any other applicable regulation or law.

(b.) Telecommunications Reimbursement

No elected official shall receive more than seventy-five dollars (\$75) in a calendar month for their use of their personal telecommunications devices in conducting City business. The term "telecommunications devices" shall include, but not be limited to cellular phones, land line telephones, internet connections, palm pilots, "Blackberries," "Treos" or similar devices and any wireless service connected therewith. Any elected official devoting at least three percent (3%) of the use of such devices to conducting City business in any calendar month shall be reimbursed the sum of seventy-five dollars (\$75) for that month provided that a form approved by the City Manager is submitted documenting said use.

For purposes of this policy subsection the term "conducting City business" shall include communications regarding any City related activity including: communications with residents, City staff, other government agencies or elected officials, review of documents related to City business, research regarding City related issues, review of relevant legislation, service on City subcommittees or any other City related communications on any telecommunications device. No elected official shall be entitled to claim reimbursement for expenses related to an activity which violates any FPPC regulation, the "Brown Act," the Political Reform Act or any other applicable regulation or law.

IV. Expense Reports Required

No elected official may receive reimbursement for any expense unless he or she has submitted an expense reimbursement report in a form approved by the City Manager which documents the purpose, type and amount of the expense for which reimbursement is being requested. Each such report shall be accompanied by receipts (where appropriate) for the amounts being requested.

SECTION 3. The City Clerk shall make this Resolution reasonably available for public inspection within thirty (30) days of the date this Resolution is adopted.

SECTION 4. This resolution shall take effect immediately.

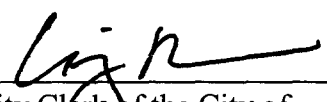
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1 STATE OF CALIFORNIA)
2)
3 COUNTY OF LOS ANGELES) SS.
4)
5 CITY OF MANHATTAN BEACH)

6 I, LIZA TAMURA, City Clerk of the City of Manhattan Beach, California, do
7 hereby certify that the whole number of members of the City Council of said City is five; that
8 the foregoing resolution, being Resolution No. 6024 was duly and regularly introduced before
9 and adopted by the City Council of said City at a regular meeting of said Council, duly and
10 regularly held on the 4th day of April, 2006 and that the same was so passed and adopted by the
11 following vote, to wit:

12 Ayes: Aldinger, Montgomery, Fahey, Tell and Mayor Ward.
13 Noes: None.
14 Absent: None.
15 Abstain: None.

16 IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the
17 official seal of said City this 10th day of April, 2006.

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19 _____
20 City Clerk of the City of
21 Manhattan Beach, California

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23 (SEAL)
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