

COUNCIL POLICY

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**PURPOSE**

The purpose of this regulation is to establish clear limitations on the use of funds from the City Council’s Professional Development 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 Professional Development Account shall be processed in accordance with existing Purchasing Rules & Regulations. The City Council Professional Development Account may include funding for two categories of expenditures. These include appropriations available to all Council Members for Meetings/Conferences, as well as appropriations for Discretionary Professional Development/General Training.

The specific intent of this policy is to provide guidance in the use of the Discretionary Professional Development/General Training funds for professional development and other business tools needed by members of the City Council to serve the public.

Expenditures from the City Council's Discretionary Professional Development Account shall be limited to the following **(select one or more of the following)**:

1. Attendance at training seminars and conferences related to City business.
2. Reimbursement for expenses while conducting City business subject to required supporting documentation.
3. Purchase of equipment that is needed to conduct City business. All equipment will be subject to the City’s normal purchasing procedures and assigned a fixed asset number by the Finance Department for accounting purposes as appropriate.
4. Payment for services in support of equipment purchases (e.g. cellular telephones, computer data cards) used exclusively in the conduct of City business.
5. Contributions to qualified non-profit organizations or public agency on behalf of the City of Costa Mesa.
6. Contributions to any existing City Service or Program for capital purchases or supplies.

**PROPOSED**

**CITY OF COSTA MESA, CALIFORNIA**

**C O U N C I L   P O L I C Y**

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**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 monthly summary report of all expenditures from the City Council Professional Development account. This report shall be made available to each City Council member and available for public review in the City Clerk's Office.