

**CITY OF COSTA MESA, CALIFORNIA  
COUNCIL POLICY**

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
AUTO AND SEVERANCE POLICY	300-2	11/2/82 Rev. 12/1/89 Rev. 1/19/98 Rev. 5/15/00 Rev. 4/01/08	1 OF 1

The purpose of this Policy is to establish additional compensation benefits for the City Manager, Department Directors, and other executive personnel as designated.

A. SEVERANCE - As the City Manager is an "at will" employee employed at the pleasure of the City Council, he/she shall be afforded six months of compensation at the rate in effect at the time his/her employment would be terminated based on action by the City Council. This six months' compensation shall be in addition to any accrued vacation benefits. The purpose of this Severance Policy is to provide additional compensation should employment be terminated by action of the City Council only, and is not applicable should the City Manager voluntarily resign, retire or die while employed. The City Manager will provide the City Council with a thirty-day (30) notice should he or she voluntarily submit a letter of resignation.

All Department Directors employed after March 1, 1998 are designated as "at will" and are employed at the pleasure of the City Manager. Said employees shall be afforded the same severance benefits and consideration as stated for the City Manager.

B. AUTO ALLOWANCE - The following classifications shall be provided with a City vehicle or monthly automobile allowance:

Assigned City Vehicle: Fire Chief, Deputy Fire Chief, Fire Marshal, Police Chief, Police Captain, Police Lieutenant, Public Services Director

\$450 Monthly Automobile Allowance: City Manager, Assistant City Manager, Development Services Director, Finance Director, Administrative Services Director

Use of a City pool vehicle is available for all other employees for job-related purposes.

The monthly automobile allowance may be adjusted on an annual basis per the Executive Compensation Plan. In all situations, the City Manager has the sole discretion to grant, modify or deny use of a City vehicle or grant an auto allowance for Department Directors and Division Managers.