CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
CITY COUNCIL CONFERENCE, MEETING & TRAINING EXPENDITURES	100-8	11/15/05	1 of 1

PURPOSE

The purpose of this regulation is to establish clear rules on the use of funds from the City Council's Meetings and Conferences 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 Meetings and Conference Account shall be processed in accordance with existing Purchasing Rules & Regulations. Funds appropriated to this account are for the express purpose of conference & meeting attendance and professional development & training, as follows:

1. Each member of the City Council is permitted to select the specific training, conference or event of their choosing, subject to the provisions of this policy.
2. City staff shall be responsible for making all arrangements and processing payments in connection with Meeting & Conference attendance. City Council members are asked to advise staff of their interest in selected training and conference attendance sufficiently in advance of the event so as to avoid late registration expenses and/or increased costs for travel or lodging.
3. Any out of state travel will require prior approval of the full City Council.
4. Upon adoption of this policy, each member of the City Council shall be entitled to expend up to $2,000 annually for Meetings and Conferences. This amount may be adjusted annually by adoption of the City's Operating Budget. Unexpended funds in this account will not be carried over from one fiscal year to another.
5. Nothing in this policy shall preclude any member of the City Council from requesting the full City Council to authorize additional funds for Meeting & Conference attendance. Such a request must be made at a regular meeting of the City Council and follow the normal posting and noticing requirements.

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