



OFFICE OF THE CITY AUDITOR
City of Long Beach
333 W. Ocean Blvd.
Long Beach, CA 90802
Telephone: 562-570-6751
Facsimile: 562-570-6167

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GARY L. BURROUGHS, CPA
City Auditor

January 10, 2006

Honorable Mayor and City Council
All Boards, Agencies, and Commissions
City of Long Beach
California

**SUBJECT: EXPENSE REIMBURSEMENT POLICY IN ACCORDANCE WITH
CALIFORNIA GOVERNMENT CODE SECTION 53232**

BACKGROUND

On October 7, 2005, the Governor signed AB1234 requiring all local agencies to publicly adopt a written policy concerning occurrences that qualify a member to receive reimbursement of expenses for travel, meals, and lodging. Further, this bill imposes specific requirements relating to travel, public reporting, and conference expenses.

This bill applies to all bodies subject to the Brown Act, including the Mayor and City Council, Harbor Commission, Water Commission, Civil Service Commission, and Redevelopment Agency. Therefore, each agency must adopt a written policy, which conforms to the law.

REQUIRED POLICY POINTS

The new law requires the following bullets to be included in the policy. ("Agency" refers to the Mayor, City Council and all City of Long Beach Boards and Commissions):

- City Council must publicly adopt a reimbursement policy, which thereafter will be adopted by all other City Boards and Commissions.
- The Policy "must specify the types of occurrences that qualify a member ... to receive reimbursement of expenses relating to travel, meals, lodging, and other actual and necessary expenses."
- Conference lodging may not exceed the maximum group rate published by the conference. If the group rate is not available, the member shall use comparable lodging.

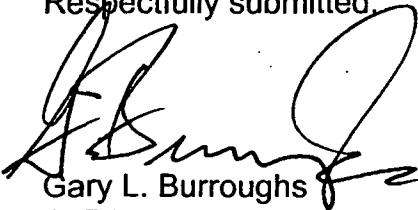
- All expenses that do not fall within the adopted travel policy shall be approved by the Agency, in a public meeting before the expense is incurred, except for certain conference expenses.
- The Agency must establish a reasonable time frame for members to submit expense reimbursement reports.
- Member expense reports shall be accompanied by receipts documenting each expense.
- Members shall provide brief reports on meetings attended at the expense of the Agency at the next regular meeting.
- Each member must receive at least two hours of ethics training every two years.

Attached for your consideration is a draft reimbursement policy that conforms to the legal requirements of AB1234.

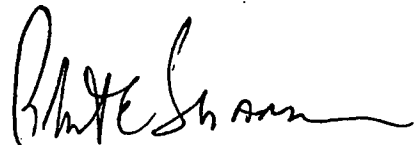
RECOMMENDED ACTION

Adopt the policy and direct all City of Long Beach Boards, Agencies, and Commissions to adopt and immediately comply with the requirements of this policy.

Respectfully submitted:



Gary L. Burroughs
CITY AUDITOR



Robert E. Shannon
CITY ATTORNEY