City of Long Beach
Working Together to Serve

Office of the City Attorney

Memorandum

DATE: April 24, 2024

TO: Honorable Mayor and Members of the City Council

FROM: Dawn McIntosh, City Attorney DM
Taylor M. Anderson, Deputy City Attorney TA

SUBJECT: The Brown Act, Sponsorship of Agenda Items and Travel Reporting

In light of the recent election, this memorandum is being sent as a refresher of the requirements of the Brown Act, the City Council's policies related to sponsoring agenda items and state and City requirements for reporting expense reimbursements and travel in accordance with Ca. Gov. Code section 53232.

To assist with making City Council policies easily accessible to the public, the City Council, and City staff, the City Clerk's Office will add a page to their website with all of the City Council's Policies.

I. THE RALPH M. BROWN ACT

The Ralph M. Brown Act (Ca. Gov. Code § 54950 *et seq*.), passed by the California State Legislature in 1953, guarantees the public's right to participate in meetings of local legislative bodies. The Brown Act states, in Ca. Gov. Code § 54952.2(b)(1), that "[a] majority of the members of a legislative body shall not, outside a meeting authorized by this chapter, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body."

The Brown Act prohibits Councilmembers from coming to a consensus outside of a public meeting about any matter that is within the scope of legal duties of the legislative body (hereafter "City business") either by discussing City business between themselves or with intermediaries, like Council staff. This prohibition is not limited to items on the agenda of a public meeting, but any matter that could come before the Council or one of its subcommittees for a decision. Legislative staff are considered an extension of their Councilmember for purposes of the Brown Act.

The "series of communications" prohibited by the Brown Act are commonly known as "serial communications" or "serial meetings." Serial communications are prohibited under the Brown Act because they deprive the public of an opportunity for meaningful observation of and participation in a legislative body's decision-making about City business. The public has a legal right to observe the discussion of a legislative body and provide public comment on the decision.

A serial communication occurs when each communication involves less than a majority of Councilmembers but the total amount of communications in the series about a matter involves a majority of the Council outside of a noticed public meeting. A serial communication can occur with any person and a Councilmember, including other elected officials, City staff (including Legislative staff), and members of the public. Types of serial communications prohibited under the Brown Act include the following:

- *"Hub and spoke" communications* – where one member contacts a majority or more of the other Councilmembers to gain consensus about an agenda item. Even though the Mayor is not a voting member of the City Council, the Brown Act could be violated if the Mayor were to assist a majority of Councilmembers in reaching consensus on an item of City business.

- *"Daisy chain" communications* – where one member contacts another member (or their staff), then that member contacts another member (or their staff), then that member contacts another member (or their staff) and so on until a majority of the body has been contacted to gain a consensus about an item.

- *Communications by representative* – where one member's representative, agent, or intermediary (e.g., a Chief of Staff, City staff, the Mayor, a messenger, assistant, field deputy) directly or indirectly communicates with a majority of other Councilmembers (or their staffs) to gain consensus about an item.

- *Communications via email, text, or social media* – Replying all on an email to the City Council, commenting on social media posts and using digital icons that express reactions to communications (*i.e.*, emojis) made by other Councilmembers about a matter that may or will come before the Council can result in a violation of the Brown Act. A memorandum from this office about this provision of the Brown Act may be found here.

Councilmembers may have communications with other Councilmembers about City business. However, when discussing any matter of City business, the Brown Act applies to the conversation and the Brown Act rules must be followed, including, but not limited to, limiting discussion with other Councilmembers (or their staffs) to less than a majority of the City Council.

Compliance with the Brown Act is critical to promoting public trust in its elected and appointed representatives. Our office routinely conducts Brown Act refresher trainings with Council offices and is always available to answer any specific questions regarding the Brown Act.

A. City's Process For Brown Act Violations

In the event of a Brown Act violation, in compliance with state law, the City Attorney's Office will take the following measures to cure the violation:

1. When the City Council has voted on the item:

    a. Direct the City Council to rescind the Council action on the item and reschedule the item to be discussed at a future City Council meeting. If resources have been expended in reliance of the Council's action and rescission would prejudice the City, the item can be re-agendized for affirmation of the prior action.

    b. Instruct staff to collect all written records, including e-mails and text messages, exchanged between Councilmembers, their staffs or other intermediaries as part of the discussion in violation of the Brown Act. Ensure all written records are attached to the agenda item in OneMeeting so the public can review any written communications related to the item.

    c. Acknowledge on the record when the agenda item has been introduced that there has been a Brown Act issue and instruct the Councilmembers to share any communications they had outside the Council meeting pertaining to the item now, in front of the public.

2. When the City Council has not yet acted on the item:

    a. Direct the City Council or City Manager to agendize the item at an upcoming City Council meeting.

    b. Instruct staff to collect all written records, including e-mails and text messages, exchanged between Councilmembers, their staffs or other intermediaries as part of the discussion in violation of the Brown Act. Ensure all written records are attached to the agenda item in Open Meeting so the public can review any written communications involved in the violation.

    c. Acknowledge on the record when the agenda item has been introduced that there has been a Brown Act issue and instruct the Councilmembers to share any communications they had outside the Council meeting pertaining to the item now, in front of the public.

This process will also be applied to any identified violation of the Brown Act by a City Charter or advisory board, commission, or committee.

B. Additional Potential Penalties For Brown Act Violations

In addition to the City's process for curing violations, the Brown Act provides the following remedies and penalties for uncured and knowing/intentional violations of the Brown Act:

- A mandamus, injunction, or declaratory relief action to determine if a past Council action violated the Brown Act, to invalidate the City's action, and/or to prevent future violations of the Brown Act. Prior to filing a court action seeking invalidation or a determination whether a past action constitutes a violation of the Brown Act, a person who believes that a violation has occurred must send a written "cure or correct" demand or a "cease and desist" letter to the legislative body.

- Costs and attorney's fees for any plaintiff who successfully invalidates an action taken in violation of the Brown Act or who successfully enforces one of the Brown Act's civil remedies, as outlined in this Section above.

- A misdemeanor citation if (1) a member of the legislative body attends a meeting where action is taken in violation of the Brown Act, and (2) the member intends to deprive the public of information that the member knows or has reason to know the public is entitled to.

C. Sponsoring Agenda Items

On September 14, 2021, the City Council approved a policy to impose a maximum number of City Council sponsors an agenda item can have at three – one original sponsor and two co-sponsors. The City Council's Policy on Agenda Sponsors is attached as Attachment 1.

This policy was adopted to avoid Brown Act violations by Councilmembers (or their staff) contacting four or more other Councilmembers and/or Council staffers to seek their support for an item of business on the City Council agenda.

Councilmembers and Council staff may discuss their item with the Mayor or have the Mayor as one of the co-sponsors. However, as discussed above, the Mayor, any other Council member, and Council staff, are prohibited under the Brown Act from engaging in a series of communications with a majority of the City Council regarding City business, including an agenda item, to gain a consensus on the action to be taken on a matter.

To ensure you are not inadvertently violating the Brown Act, when you speak to other Councilmembers and/or Council staff about City business, this office recommends clarifying how many other Councilmembers and Council staff have already discussed the matter. Be advised that if a Councilmember or their staff discusses an item of City business with another Councilmember or their staff, and they do not agree on an approach involving the matter, that conversation still counts as a discussion between two Councilmembers regarding the matter of City business for purposes of Brown Act compliance. Discussions regarding the matter with other Councilmembers, perhaps in search of co-sponsors for an agenda item, must take into account that two Councilmembers (or their staffs) have already discussed the matter.

II. CITY COUNCIL TRAVEL AND REIMBURSEMENT POLICY

On January 10, 2006, the City Council adopted an expense reimbursement policy to comply with state law (Ca. Gov. Code Section 53232, also known as Assembly Bill 1234). The City Council's Travel and Reimbursement Policy is enclosed as Attachment 2.

State law and the City's Travel and Reimbursement Policy require that Councilmembers and the Mayor, whenever requesting City reimbursement for travel expenses, must provide a brief report on the meetings they attended at the expense of the City at the next regular meeting of the City Council. Travel reports for a Councilmember or the Mayor may be added to the consent calendar.

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Attachment 1 – City Council's Policy on Agenda Sponsors
Attachment 2 – City Council's Travel and Reimbursement Policy

cc: Tom Modica, City Manager
April Walker, Assistant City Manager
Dawn McIntosh, City Attorney
Gary Anderson, Assistant City Attorney
Monique DeLaGarza, City Clerk
Tyler Bonanno-Curley, Deputy City Manager

ATTACHMENT 1

Date: September 14, 2021

NB-37

To: Honorable Mayor Robert Garcia and Members of the City Council

From: Vice Mayor Rex Richardson, 9th District
Councilmember Roberto Uranga, 7th District
Councilmember Cindy Allen, 2nd District

Subject: **Strengthening Brown Act Compliance on City Council Items**

RECOMMENDATION:

Recommend the City Council to adopt a policy setting the maximum number of City Council sponsors an agenda item can have to three – one original sponsor and two cosponsors.

Discussion

The Ralph M. Brown Act, (CA Gov. Code § 54950 *et seq.*), authored by Assemblymember Ralph M. Brown and passed by the California State Legislature in 1953, guarantees the public's right to participate in meetings of local legislative bodies.[1] The Act states, in CA. Gov. Code § 54952.2(b)(1), that "A majority of the members of a legislative body shall not, outside a meeting authorized by this chapter, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body."[2]

Because of this rule, the current maximum number of sponsors on a given City Council item is four, one short of a Brown-Act breaking majority, since cosponsors are decided among councilmembers or their staff in advance of an item's submission and outside of a regular meeting. The incentive to get the maximum number of cosponsors is obvious – it communicates both to the public and to other members a strong near-consensus on an item.

However, in search of such a consensus, councilmembers and their staff have on numerous occasions in the past, often unintentionally, communicated with 4 or more

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[1] "The Brown Act" CA Attorney General's Office. 2003. https://web.archive.org/web/20090501044618/http://ag.ca.gov/publications/2003_Intro_BrownAct.pdf

[2] "CA. Gov. Code § 54952.2(b)(1)". https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV&sectionNum=54952.2.

other members of the City Council about an item of business. This causes needless delays in the legislating process, as items whose agendizing violated Brown need to be "cured" by being removed from the agenda before or during its originally intended vote and placed on the agenda the following week. Reducing the maximum number of cosponsors on an item would reduce the incentive for councilmembers to cast wide nets when looking for cosponsors for an item. It would also allow for at least one member to decline an invitation to cosponsor and the final item still carry the maximum number of cosponsors.

Most recently, City Attorney Charles Parkin recommended that the City Council adopt a policy limiting City Council agenda sponsors to no more than 3 councilmembers to add an additional layer of protection for members and the city from Brown Act concerns. This change would lead to both fewer needless delays in the legislating process and a more transparent and accountable local government.

Fiscal Impact
No Financial Management review was able to be conducted due to the urgency and time sensitivity of this item.

Statement of Urgency
Because the City Attorney personally requested this change at the previous council meeting last Tuesday, urgency is requested for this item so that it may be agendized by the following week.

Suggested Action
Approve recommendation.

VICE MAYOR
REX
RICHARDSON

City of Long Beach Memorandum
Working Together to Serve

REQUEST TO ADD AGENDA ITEM

Date: September 14, 2021

To: Monique De La Garza, City Clerk

From: Vice Mayor Rex Richardson, Ninth District

Subject: **Request to Add Agenda Item to Council Agenda of 9/14**

Pursuant to Municipal Code Section 2.03.070 [B], the City Councilmembers signing below request that the attached agenda item (due in the City Clerk Department by Friday, 12:00 Noon) be placed on the City Council agenda via the supplemental agenda.

The agenda title/recommendation for this item reads as follows:

Recommend the City Council to adopt a policy setting the maximum number of City Council sponsors an agenda item can have to three – one original sponsor and two cosponsors.

Council District	Authorizing Councilmember	Signed by
9	Rex Richardson	
2	Cindy Allen	
7	Roberto Uranga	

cc: Office of the Mayor

ATTACHMENT 2

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

C-6

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

/djh
Attachment

C-6

CITY COUNCIL TRAVEL AND REIMBURSEMENT POLICY

January 2006

I. PURPOSE

The purpose of this policy is to define and clarify authorized reimbursable general business expenses in accordance with California Government Section 53232 et al. (AB1234, October 7, 2005). It includes, but is not be limited to travel, business meals, lodging, conference expenses, professional memberships, employee functions, and other related expenditures incurred while conducting City business, and to establish procedures for authorization and reimbursement of such expenses.

II. SCOPE

This policy is applicable to the Mayor and City Council, and all Boards, Agencies, and Commissions, (hereafter, "Agencies") of the City that are subject to the Brown Act. This includes, but is not limited to the Harbor Commission, Water Commission, Civil Service Commission, and the Redevelopment Agency.

III. EXCEPTIONS

In accordance with Government Code Section 53232.2 (f), all expenses that do not fall within the adopted travel reimbursement policy must be approved by the related Agency, in a public meeting, before the expense is incurred.

IV. AUTHORITY

This policy is adopted under the legal requirements of AB 1234, signed by the Governor on October 7, 2005, and adopted accordingly by the City Council on _____, 2006.

V. DEFINITIONS

For the purpose of this policy, the following definitions will be used:

- Elected Officials - those individuals elected by the Citizens to office.
- Appointed Officials - members of all Long Beach Commissions, Boards, and Agencies appointed and subject to the Brown Act.
- Agency - the Mayor and City Council, and all Long Beach Boards, Agencies, and Commissions.
- Member - any elected or appointed official subject to this policy.

Members shall be expected to exercise good judgment and show proper regard for economy when incurring expenses in connection with official City business. The principle of "reasonable and necessary" should be used when deciding to expend taxpayer money.

The following sections list expense classifications for information and guidance in determining expenses which are appropriate for City business-related purposes, memberships in professional organizations, and subscriptions to business-related newspapers and journals.

VI. AUTHORIZATION AND REIMBURSEMENT POLICY FOR TRAVEL AND RELATED EXPENSES.

Specific Occurrences:

Government Code Section 53232.2 (b) requires the local Agency to 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. Accordingly, the Agency has adopted the following list of occurrences as approved:

- Meetings with government and business leaders.
- Conferences, training, and educational trips, including visiting other governments to discuss and observe best practices.
- Lobbying trips.
- Business-related trips where a benefit to the City can be defined.

The following transportation modes may be employed for the purpose of traveling on City business:

1. Domestic Air - All Members shall utilize coach or tourist class accommodations when traveling within the continental United States by commercial airline. Reservations, where possible, should be made at least 14 days in advance to take advantage of all available discounts. Increased fees related to late booking may be disallowed without a sound business reason. Travel can be made through a City-approved travel agent or on a personal credit card. Credit card purchases will be reimbursed only for the actual round-trip fare and only after the trip. Members may at their own expense pay to upgrade their airline accommodations.

   International Air - For travel outside of the continental United States, Members may choose to travel business class with sound business justification and benefit to the City.

2. Private Automobile – Members will be reimbursed actual mileage, not to exceed coach or tourist class airfare, for the use of their private cars in travel to and from designated place(s) on City business outside the City. The reimbursement rate will be at the rate in the current Salary Resolution. For Members who receive a monthly auto allowance, the reimbursable mileage is calculated by deducting 100 miles from the total round-trip miles traveled. Members who do not receive a monthly auto allowance shall be reimbursed for total round-trip miles.

   Rental car used as the primary source of transportation to and from the destination is considered a personal vehicle and will be reimbursed actual expenses not to exceed mileage allowance.

3. Garage and Parking Expenses - Expenses for necessary parking and storage of private or City vehicles may be authorized. Receipts should be provided to obtain reimbursement.

4. Vehicle Rentals, Taxi, and Transit Fare - Out of town expenses for such transportation may be authorized where reasonable and necessary to conduct City business. Receipts must be provided to obtain reimbursement. When vehicle rental is chosen over taxi or shuttle service, there should be a business reason or economic benefit to support the rental decision. If rental vehicle is subsequently denied, the related parking fees will also be denied and the employee will be reimbursed the round trip shuttle charges.

Lodging:

Expenses will be allowed for adequate lodging. Price is an issue in selecting "adequate lodging". Prudence and good stewardship should be used when selecting a hotel. Itemized receipts for lodging must be provided to obtain reimbursement. Lodging in connection with a conference or event held in a hotel qualifies as adequate lodging for purposes of this policy. However, if lodging at the event hotel is not available, lodging is then limited to the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available at the time of booking. If the group rate is not available, the employee shall use comparable lodging that is consistent with the requirements of this policy.

Lodging expenses are limited to the cost of the room plus related taxes and will be reimbursed after the stay. Advance room deposits may be made directly to the hotel. However, in such instances, the advance deposit MUST appear on the Travel Reimbursement Request form as such. Personal expenses incurred at the hotel, such as movies and laundry, are not reimbursable.

Local lodging, defined as 50 miles from City Hall, will not be reimbursed without prior approval by the City Auditor. Specific events that may qualify for approval include being

a conference presenter before 9 a.m., or an early morning start following a meeting/function the night before that ends after 9 p.m.

Out of Town Meals:

Reasonable and customary expenses for meals are authorized for Members as required to conduct official City duties. Members traveling on City business shall be entitled to reimbursement of expenses incurred for necessary meals not to exceed breakfast, lunch, and dinner in any one day. The maximum that will be reimbursed for meals in one day is $64, excluding gratuity. This sum can be split among meals as desired and should be reduced accordingly for less than full business days. Members who, during the normal course of performing their duties, must provide meals for representatives of other governmental agencies or other persons doing business with the City in order to most effectively execute their responsibilities are authorized to exceed the meal allowance, but must use prudent judgment and are subject to challenge for excessive amounts. In such cases, the meal must be documented with a description of the purpose of the meal(s), including an explanation of its necessity to the City; and a list of all persons, including other Members who were in attendance, specifying their organization and/or title.

Alcohol will not be reimbursed for Members.

Tips and Gratuities:

Reasonable expenses for tips are allowable for meals (as limited above), hotel, and transportation purposes.

Reimbursement of Travel Expenses:

In accordance with Government Code Section 53232.3, Members shall submit expense reports within a reasonable time after incurring the expense, which is defined as 90 days, and the reports shall be accompanied by the receipts documenting each expense. Other documentation required includes, but is not limited to:

1. Credit card slip or meal receipt.
2. Hotel receipt.
3. Conference brochure.
4. Meeting agenda.
5. Trip or meeting purpose.
6. Other attendees at a meal or meeting.

The reason for the expenses should be clearly documented on the Expense Reimbursement Report or in the attached documents.

Public Trip / Meeting Report:

In accordance with Government Code Section 53232.3 (d), a Member requesting reimbursement shall provide a brief report on meetings attended at the expense of the local Agency at the next regular meeting of the Agency. It is anticipated that routine meetings may be addressed in writing on the consent calendar of the agenda.

Registration Fees:

Convention or meeting registration fees qualify for reimbursement. The City will pre-pay conference registrations prior to the date of the event. In cases where early registration is not possible, a receipt or registration form illustrating the fee amount must be provided with the reimbursement request. In all cases, a brochure or registration document must accompany the payment voucher or petty cash voucher.

Telephone, Telegraph, and Fax:

Telephone, telegraph, and fax expenses may be incurred only for the conduct of City business. One daily telephone call to an employee's family for a reasonable duration will be reimbursed by the City. Members are encouraged to use cell phones when available.

General Business Meals:

Members who, during the normal course of performing their duties, must provide meals for representatives of other governmental agencies or other persons doing business with the City in order to most effectively execute their responsibilities are authorized to exceed the meal allowance, but must use prudent judgment and are subject to challenge for excessive amounts. In all cases the attendees and a reason for the meal must be documented.

No Shows and Late Cancellation:

This section addresses situations where a Member fails to attend an event after incurring expenses. Such expenses include conference fees, prepaid hotel charges, and airline charges.

If a Member is unable to attend a planned trip, including a conference or general business meeting, it is the Member's responsibility to ensure any prepaid fees are refunded to the City. For any fees not fully refunded, the Member shall attach a written explanation to the Travel Reimbursement Request form addressing the reason(s) they were unable to attend.

Miscellaneous:

All items of expense otherwise unclassified shall be considered in this category. Examples of such expenses which may be authorized are public stenographer fees, duplicating expenses, and the cost of publications of value to the City. Other expenses as necessary when traveling on City business may be allowed and should be included within this classification when requesting reimbursement.

It is the policy of the City that no employee shall sustain personal monetary loss as a result of duties performed in the service of the City. However, all expenditures and requests for reimbursement shall logically relate to the conduct of City business and shall be "necessary" to accomplish the purposes of such business and shall be "reasonable" in amount.

Ethics Training:

Each Member shall receive at least two hours of training in general ethics principles and ethics laws relevant to his or her public service every two years, with the initial training occurring before January 1, 2007. The form of such training shall meet the requirements of California Government Code Section 53234 et al.

City Auditor

Long Beach, California

AB1234 REIMBURSEMENT POLICY PRESENTATION

January 10, 2006

Purpose

- To define what is reimbursable and set spending limits.
- And to do so Publicly

Who It Applies to

- Members of any Agency subject to the Brown Act - *Examples*
  - Mayor & City Council
  - Harbor Commission
  - Water Commission
  - Redevelopment Agency
  - Civil Service

AB1234 Requirements Include

- Define Types of Occurrences
- Conference Lodging Limits
- Must Specify Travel Rates or use IRS Rates
- All Variances MUST be Publicly Approved Prior to Incurring the Expense
- Members must provide a brief report on meetings attended at the Agency's next regular meeting

New Policy?

- Long Beach has had a Policy for Decades
- This Document Follows Existing Long Beach Practices on Reimbursements

Meal Allowance

- Recommend changing Daily Meal Allowance from $50 to $64 *(Includes tax, not gratuity).*
- Effective Oct 1, 2005 Federal Meal Rates:
  - Wash DC $64
  - New York $64
  - San Francisco $64
  - Sacramento $59

Air Travel

- Domestic:
  - 2 Weeks Advance Purchase
  - Lowest available airfare (coach or tourists class)
- International:
  - Business Class when appropriate

Personal Vehicle

- Miles are reimbursed at the rate in the current Salary Resolution ($.365).
- No rental car reimbursement – mileage only.
- Auto Allowance – subtract 100 miles from each trip.

Lodging

- No Local Lodging – (50 Miles)
- No Suites or Luxury Hotels
- Prevailing Room Rates for the Area
- Both Reasonable and Necessary

Meeting Report

- The law requires the Member to provide a brief report on meetings attended at the next regular meeting.

Ethics Training

- Each Member is required to receive at least two hours of Ethics Training every two years *(First Cycle – before Jan 1, 2007)*

City Auditor

Long Beach, California

AB1234 REIMBURSEMENT POLICY PRESENTATION

January 10, 2006