

(R-86-1395)

RESOLUTION NUMBER R- 264968

ADOPTED ON FEB 3 1986

A RESOLUTION OF THE CITY COUNCIL ESTABLISHING COUNCIL POLICY NO. 000-27, ENTITLED "IN-TOWN REIMBURSABLE EXPENSE" AND "OUT-OF-TOWN TRAVEL PROCEDURES.

WHEREAS, the City Council has expressed concern about increased accountability for reimbursing expenses incurred by elected City officials and other specified personnel while conducting official City business in The City of San Diego area; and

WHEREAS, the Council has further expressed concern about establishing policies and procedures in respect to out-of-town travel by all elected City officials, their appointed staff personnel, and members of City boards, commissions and committees while on City business; and

WHEREAS, in connection with the entire area of concern, it has been determined that the use of City credit cards is no longer an appropriate method of financial operation for the City and will terminate January 31, 1986; and

WHEREAS, in connection with the entire concern set forth above, the City Manager [in cooperation with the Auditor and Comptroller] has promulgated Administrative Regulations 90.30 and 95.40, effective January 31, 1986, to govern policies, procedures and accountability for all managerial departments, to which all nonmanagerial departments have agreed to comply; and

WHEREAS, to provide full application of those policies, procedures and accountability methods to elected officials, their staff personnel and members of City boards, commissions and committees, it is necessary and desirable to promulgate a Council Policy which would provide appropriate guidance to those elected and appointed officers and employees; and

WHEREAS, on January 6, 1986, the Rules Committee considered the above matter regarding adoption of a Council Policy containing the necessary procedural guidance as had been developed by the City Manager and Auditor and Comptroller which is embodied in Administrative Regulations 90.30 and 95.40, dated January 31, 1986; and

WHEREAS, after considerable review, discussion and deliberation by the Rules Committee, the matter was recommended for adoption by a 4-0 vote and directed that the item be forwarded to the full Council for action consistent with the action taken and recommended; NOW, THEREFORE,

BE IT RESOLVED, by the Council of The City of San Diego, that Council Policy No. 000-27, dated February 3, 1986, a copy of which is on file in the office of the City Clerk as Document No. RR- 264968, and the copy prepared by the City Attorney, attached hereto as Attachment A, be and the same is hereby approved and adopted.

BE IT FURTHER RESOLVED, that the City Clerk be and he is hereby directed to make the necessary addition to the Council

Policy Manual, and publish and distribute the new policy as may be necessary and required.

APPROVED: JOHN W. WITT, City Attorney

By Jack Katz  
Jack Katz, Chief Deputy

JK:smm  
1/27/86  
Or.Dept:Rules  
R-86-1395  
Form=r.estcp

**BACKGROUND**

The City Council has become concerned about and deliberated on the matter of policies governing reimbursement of in-town expenditures and procedures and accountability for out-of-town travel. In connection therewith, it has been deemed appropriate to establish a policy providing guidance in those areas to all elected officials of The City of San Diego, their appointed staff personnel, and members of City boards, commissions and committees.

**PURPOSE**

It is the intention of the City Council to establish a policy of uniform guidance and procedures for all elected officials of The City of San Diego, their appointed staff personnel, and members of City boards, commissions and committees, as it relates to:

1. Payment of "in-town" reimbursable expenses incurred by the above specified City officials and employees while conducting official City business in The City of San Diego area.
2. Regulating out-of-town travel by the above-described City officials and employees while on City business.

**POLICY**

The policy of the City Council and The City of San Diego in regard to:

1. Payment of "in-town" reimbursable expenses incurred by elected City officials, their appointed staff personnel and members of City boards, commissions and committees while conducting official City business in The City of San Diego area; and
2. Regulating out-of-town travel by all elected City officials, their appointed staff personnel, or by members of City boards, commissions and committees while on City business

shall be as set forth in Administrative Regulations 90.30, entitled "Out-of-Town Travel Procedures" and 95.40, entitled "In-Town Reimbursable Expense." The terms and provisions of Administrative Regulations 90.30 and 95.40, dated January 31, 1986, are fully incorporated in this Council Policy. Any future amendments or changes to the cited administrative regulations which affects the purpose and intent of this Policy may be incorporated in this Council Policy only upon separate and official action of the City Council.

ATTACHMENT A

RECEIVED  
CITY CLERK'S OFFICE  
1986 JAN 27 PM 12:06  
SAN DIEGO, CALIF.

C0737

**COUNCIL POLICY**

|         |   |                |          |
|---------|---|----------------|----------|
| SUBJECT | "IN-TOWN REIMBURSABLE EXPENSE"<br>AND<br>"OUT-OF-TOWN TRAVEL PROCEDURES." | POLICY NUMBER  | 000-27   |
|         |   | EFFECTIVE DATE | 02/03/86 |

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DOCUMENT NO. *RR-264968*

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FILED

FEB 3 1986

**COUNCIL POLICY**

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AND  
"OUT-OF-TOWN TRAVEL PROCEDURES."

POLICY  
NUMBER

000-27

EFFECTIVE  
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02/03/86

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HISTORY

Adopted by Resolution R-264968 02/03/86

#150

FEB 3 1986

Passed and adopted by the Council of The City of San Diego on .....  
by the following vote:

| Councilmen       | Yeas                                | Nays                     | Not Present                         | Ineligible               |
|------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|
| Abbe Wolfsheimer | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Bill Cleator     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Gloria McColl    | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| William Jones    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Ed Struiksma     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Mike Gotch       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Judy McCarty     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Uvaldo Martinez  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Mayor            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |

VACANT

AUTHENTICATED BY:

ED STRUIKSMA

Deputy Mayor of The City of San Diego, California.

CHARLES G. ABDELNOUR

City Clerk of The City of San Diego, California.

By *June A. Blackwell*, Deputy.

(Seal)

Office of the City Clerk, San Diego, California

Resolution Number R-264968 Adopted FEB 3 1986



CITY CLERK'S OFFICE

1986 JAN 27 PM 12: 05

SAN DIEGO, CALIF.



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