



JOHN CHIANG
California State Controller
Division of Accounting and Reporting

February 17, 2012

Ms. Nancy Patton
Acting Executive Director
Commission on State Mandates
980 Ninth Street, Suite 300
Sacramento, CA 95814

Re: Proposed Parameters and Guidelines
Peace Officers Procedural Bill of Rights II, 03-TC-18
Government Code Sections 3304, 3306.5, 3309 and 3312
Statutes 1976, Chapter 465; Statutes 1998, Chapter 786; Statutes 2000, Chapter 209; and
Statutes 2002, Chapter 170
City of Newport Beach, Claimant

Dear Ms. Patton:

We have reviewed the proposed parameters and guidelines submitted by the City of Newport Beach. Below are our comments and recommendations. Proposed additions are underlined and deletions are indicated with strikethrough as follows:

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IV. REIMBURSEABLE ACTIVITIES

Evidence corroborating the source documents may include, but is not limited to, timesheets, worksheets, cost allocation reports (system generated), purchase orders, contracts, agendas, training packets, and declaration.

COMMENT: Timesheets should be included as a source document.

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V. CLAIM PREPARATION AND SUBMISSION

3. Contracted Services

Report the name of the contractor and services performed to implement the reimbursable activities. Attach a copy of the contract to the claim. If the contractor bills for time and materials, report the number of hours spent on the activities and all costs charged. If the contract is a fixed price, report the dates when services ~~that~~ were performed and itemize all costs for those services during the period covered by the reimbursement claim. If the contract services were also used for

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purposes other than the reimbursable activities, only the pro-rata portion of the services used to implement the reimbursable activities can be claimed. Submit contract consultant ~~and attorney~~ invoices with the claim and a description of the contract scope of services.

COMMENT: To change the boilerplate language for consistency.

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VII. OFFSETTING REVENUES AND REIMBURSEMENTS

Any offsetting revenues the claimant experiences in the same program as a result of the same statutes or executive orders found to contain the mandate shall be deducted from the cost claimed. In addition, reimbursement for this mandate received from any federal, state, or non-local source, including but not limited to, service fees collected, federal funds, and other state funds, shall be identified and deducted from this claim.

COMMENT: To change the boilerplate language for consistency.

VIII. STATE CONTROLLER'S CLAIMING INSTRUCTIONS

Pursuant to Government Code section 17558(b), the Controller shall issue claiming instructions for each mandate that requires state reimbursement not later than ~~60~~ 90 days after receiving the adopted parameters and guidelines from the Commission, to assist local agencies and school districts in claiming costs to be reimbursed.

Pursuant to Government Code section 17561(d)(1)(A), issuance of the claiming instructions shall constitute a notice of the right of the local agencies and school districts to file reimbursement claims, based upon parameters and guidelines adopted by the Commission.

COMMENT: Chapter 144, Statutes of 2011 amended Government Code section 17558, which extended the Controller's time limit to issue claiming instructions from 60 days to 90 days after receiving adopted or amended parameters and guidelines.

Add subdivision (A) for specific reference.

Should you have any questions regarding the above, please contact Johnny Wong at (916) 324-5732, or e-mail to jawong@sco.ca.gov.

Sincerely,



JAY LAL, Manager
Local Reimbursements Section