

Council Travel

Prepared by: David A. Wilson, City Manager
Christine Safriet, Asst. to the City Manager
Melissa Lindley, Budget Officer

Finance & Budget Subcommittee

4/24/2024

Agenda

- Current Policy
- Council Direction
- Subcommittee Discussion

AB 1234 Policy

- Requires cities to adopt a **written policy** for reimbursement of actual and necessary expenses incurred by **City Councilmembers** and members of **Brown Act** bodies
- Must address reimbursement of expenses relating to **travel, meals & lodging**, and the filing of **expense reports**.
- A resolution to rescind previously adopted resolutions that restricted city-sponsored travel to certain cities and states was adopted on May 15, 2023 (Resolution 23-046).
- The City's current AB 1234 policy was last updated on February 5, 2024 by Resolution (Item 5.D., Resolution 24-008)

Reimbursement

Reimbursement for authorized activities is covered in Section 4 of the AB 1234 policy and includes reference to **expenses for attending meetings and events** on the City's List of Pre-Approved Organizations & Events.

The policy also states that certain expenditures require prior approval by the City Council:

- Expenditures incurred in connection with activities or events not listed in the AB 1234 Policy
- Expenditures incurred in connection with activities or events not listed in the City Council approved "List of Pre-Approved Organizations & Events"
- Expenditures foreseeably exceeding \$5,000
- Travel to international locations

Councilmember Travel

- The City's budget includes an annual allocation of **\$50,000** for expenditures related to all Councilmember travel, including reimbursements authorized under the City's AB 1234 policy.
- The \$50,000 budget amount had been in place since FY 2014-15.
- Annual expenditures **averaged \$27,000** since that time (excluding FY21 and FY22, in which travel was were limited due to COVID-19).
- The City's budget also includes an annual allocation of **\$10,000** for expenditures related to Councilmember attendance at local meetings and events, including reimbursement authorized under the City's AB 1234 policy.
- Funds are shared among Councilmembers and no limit is set on an individual basis.

Prior Council Direction

Agenda Item 5.D. at the 4/5/2024 City Council Meeting:

UPDATE TO PUBLIC OFFICIALS EXPENSE REIMBURSEMENT POLICY PURSUANT TO AB 1234 TO INCLUDE GUIDANCE RELATED TO INTERNATIONAL TRAVEL

Councilmember Discussion

- Consider providing travel funding on a per Councilmember basis
- Provide the City Manager with the authority to approve additional travel funds if travel expenditures exceed the budgeted amount
- City Manager David Wilson commented that staff will bring an item to the Finance and Budget Subcommittee.

Action

- Approved updates to AB1234 related to foreign travel
- Directed staff to return with an item reviewing the City Council's travel budget and any other recommendations.

Council
Travel

Subcommittee
Questions & Discussion

Thank you

