



## City Council Meeting

Action on Recommendations from Governance and Ethics Committee for Updates to Council Policy 043 ("Official Travel by City Councilmembers")

*Deferred From December 16, 2025 Meeting*

Aracely Azevedo, Assistant City Manager  
Agenda Item No. 5.A (#26-1756)  
January 13, 2026



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### Purpose

- Establishes guidelines for official travel by City Councilmembers in connection with roles and representation of the City.
- Provides clearer procedures on travel, reimbursement, and reporting.
- Updates procedures for consistency and accountability.
- Reviewed Fremont, Mountain View, Palo Alto, San Jose, and Sunnyvale Travel Policies

**POST MEETING MATERIAL**



# Budget

## Mayor and City Council Travel

In accordance with the City's administrative policy on official travel by elected officials, Council Policy 043, official travel is approved in advance annually with the Mayor and City Council Offices' Operating Budget. The following are the conferences, meetings and events that are anticipated for Mayor and Councilmembers' attendance:

Conference	FY 2025/26 Budget	FY 2026/27 Budget
National League of Cities Annual Conference	4,877	4,975
League of California Cities Annual Conference	13,862	14,139
League of California Cities New Members Academy	0	7,446
League of California Cities & National League of Cities Trainings/Events/Workshops	3,312	3,378
Elected Official Policy Related Conferences/Events/Meetings/Trainings	3,378	3,446
Sister Cities Annual Conference	4,280	4,366
Sister Cities International Travel to Sister Cities of Coimbra, Izumo, or Limerick and related travel	24,591	25,083
United States Conference of Mayors Winter Meeting	2,984	3,044
United States Conference of Mayors Annual Conference	3,349	3,416
<b>Total Conference Budget</b>	<b>60,633</b>	<b>69,293</b>



## Key Proposed Changes

- Retains requirements that travel relates to “official duties,” “professional development,” or “representation” of the City.
- City Clerk and Chief of Police travel is governed by CMD 28 Travel Policy.

## Types of Travel



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Type	Miles	Council Limit Current	Council Limit Proposed
Local	< 50 miles	No limit	No Limit
In-State	> 50 miles	Limited to 2 elected officials	No Limit
Out-of-State	Outside of CA	Limited to 2 elected officials	No Limit
International	Outside of US	Limited to 3 elected officials	No Limit

- When there are multiple requests for an event:
  - Budget availability
  - Committee or legislative assignment
  - Submission date of request
  - Compliance with Brown Act quorum requirements
- Removed requirement to obtain City Council approval on travel not pre-approved



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## Key Proposed Changes: Procedures

- Councilmembers submit written request stating the purpose of official travel; upon approval, pre-authorization form completed
- Reimbursable Expenses
  - Lodging (night before/night after event)
  - Meals up to the per diem rate established by the GSA
    - 100% first and last day of travel
  - Transportation Expenses (ride share, bridge tolls, airfare, etc.)



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## **Key Proposed Changes: Procedures**

- Councilmembers may retain frequent flyer miles, hotel points, or rewards earned during City travel
  
- Itemized receipts due within 30 business days
  
- Retains written or oral report to the City Council within 15 business days of return, or at next council meeting



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## **Recommendation**

- Approve the Recommendation from the Governance and Ethics Committee to Amend Council Policy 043 ("Official Travel by the City Council")



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