



Agenda Report

20-203

Agenda Date: 3/2/2020

REPORT TO CULTURAL COMMISSION

SUBJECT

City of Santa Clara Commission Conference and Travel Protocols

BACKGROUND

The Cultural Commission has a budget for conference attendance and travel. Annually, the Commission selects members to attend City-approved conferences and trainings to learn best practices and trends in the areas of art and culture. The Commission may send up to two members to the Americans for the Arts Annual Convention and Public Art & Civic Design Conference in Washington D.C on June 26-28, 2020.

DISCUSSION

Commissioners who attend trainings, conferences and workshops are subject to City travel policies, procedures and State AB 1234. Staff will review AB 1234 (Attachment 1); Conference and Business Travel Expense Reimbursement Policy (Attachment 2); Guidelines for Commissioners for attendance at Conferences and Training Events (Attachment 3) and respond to questions. The Commission may select members to attend the conference subject to these policies and practices.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

FISCAL IMPACT

The Commission has budgeted City General Fund monies to attend conferences and trainings. The approximate conference travel, hotel and incidental expense are \$5,000 and is within the existing Commission budget.

COORDINATION

This report was coordinated by Parks & Recreation with the City Clerk's Office and City Auditor.

PUBLIC CONTACT

Public contact was made by posting the Commission agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Note and file.

Reviewed by: Kimberly Castro, Recreation Manager

Approved by: James Teixeira, Director of Parks & Recreation

ATTACHMENTS

1. AB 1234 Local Agencies Compensation and Ethics for Legislative Body
2. Conference and Business Travel Expense Reimbursement Policy
3. Guidelines for Commissioners for Attendance at Conferences and Training Events