



## Agenda Report

19-550

Agenda Date: 7/15/2019

### REPORT TO GOVERNANCE AND ETHICS COMMITTEE

#### **SUBJECT**

Review Council Policy 043 on Official Travel by Elected Officials for Possible Recommendation to City Council

#### **BACKGROUND**

As a continuation of the Council Policy Manual workplan, staff has reviewed Council Policy 043 Official Travel by Mayor and City Council Members (Attachment 1). As part of this review, staff determined that the policy should be applicable to all elected officials, including the elected Chief of Police and City Clerk. Currently, the elected Chief of Police and City Clerk follow the employee travel policy contained in City Manager Directive (CMD) 028 "Conference and Meeting Attendance."

#### **DISCUSSION**

Based on the review of the Council Policy, staff identified that the criteria for official travel could be updated and further clarified.

#### **Official City Representative Criteria:**

The current policy language states that the City representative must have an active role, committee assignment, or council assignment in relation to official travel attendance. In the amended policy (Attachment 3), the Official City Representative Criteria has been updated to state that official travel must be related to an elected official's roles or duties such as work performed on a particular issue or substantive area in an official capacity, committee assignment, liaison assignment, task force assignment, or council assignment.

#### **Public Purpose Criteria:**

The current policy language states that travel is an allowable activity and expense when it is performed for a valid purpose. In the amended policy, the Public Purpose Criteria has been expanded and notes examples of official travel with a valid public purpose, including: attending educational seminars designed to improve the elected official's skill and information level; participating in regional, state, and national organizations whose activities affect the City's interests; communicating with representatives of regional, state, and national government and their various agencies; and travel is consistent with current adopted budget and/or legislative priorities.

As the current policy applies only to the Mayor and Councilmembers, the amended policy has been updated to apply to all elected officials (e.g., Mayor, City Councilmembers, City Clerk, and Chief of Police). As the City Clerk and Chief of Police are elected positions, the current policy has been amended to be applicable to all elected officials in the City. To signify that the policy applies to all elected officials, staff recommends changing the title of Council Policy 043 from "Official Travel by Mayor and City Council Members" to "Official Travel by Elected Officials." As the current policy was

adopted by resolution, staff recommends repealing Resolution No. 17-8432 (Attachment 4) to effectuate the title change and to adopt the amended policy.

### **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(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

### **FISCAL IMPACT**

There is no fiscal impact to the City other than staff time.

### **COORDINATION**

This report was coordinated with the City Attorney's Office and the Finance Department.

### **PUBLIC CONTACT**

Public contact was made by posting the Governance and Ethics Committee 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](mailto:clerk@santaclaraca.gov) or at the public information desk at any City of Santa Clara public library.

### **RECOMMENDATION**

That the Governance and Ethics Committee recommend that the City Council adopt a Resolution repealing Resolution No. 17-8432 and adopting the amended Council Policy on Official Travel by Elected Officials.

Reviewed by: Genevieve Yip, Staff Analyst I

Approved by: Deanna J. Santana, City Manager

### **ATTACHMENTS**

1. Council Policy 043 Official Travel by Mayor and City Council Members
2. Amended Council Policy 043 Official Travel by Elected Officials (Redline)
3. Amended Council Policy 043 Official Travel by Elected Officials (Clean)
4. Resolution No. 17-8432
5. Resolution to Repeal Resolution No. 17-8432 and Adopt Amended Council Policy on Official Travel by Elected Officials