



Agenda Report

19-887

Agenda Date: 9/4/2019

REPORT TO COUNCIL

SUBJECT

Action on Amended Council Policy 043 Entitled "Official Travel by Elected Officials"

BACKGROUND

At the July 15, 2019 Governance and Ethics Committee (Committee) meeting, staff brought forward the attached report (Attachment 1) which proposed revisions to Council Policy 043 entitled "Official Travel by Mayor and Councilmembers" (Attachment 2).

The amended version of Council Policy 043 has been revised to apply to all elected officials, including the elected Chief of Police and City Clerk; the amended Policy also expands on the Official City Representative criteria and Public Purpose criteria. The redlined and clean versions of the document are attached as Attachment 3 and Attachment 4. Resolution No. 17-8432 (Attachment 5) is included with this report as the proposed resolution will repeal Resolution No. 17-8432 and will adopt the amended version of Council Policy 043.

After reviewing the amended Council Policy 043, the Committee suggested that the policy include a statement that all elected officials are eligible to attend League of California Cities, United States Conference of Mayors, and National League of Cities conferences and meetings.

DISCUSSION

The purpose of the amended Council Policy 043 is to provide clear and consistent guidelines for travel by all elected officials (e.g., Mayor, City Councilmembers, Chief of Police, and City Clerk) in relation to their roles or duties in an official capacity.

The Committee approved (3-0) staff's recommendation and referred the amended Council Policy 043, with the Committee's suggested edit, to the full City Council for final approval. Further, as recommended by the Governance and Ethics Committee, staff is bringing forward a resolution (Attachment 6) to adopt the amended version of Council Policy 043.

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.

PUBLIC CONTACT

Public contact was made by posting the Council 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

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. RTC 19-550
2. Council Policy 043 Official Travel by Mayor and City Council Members
3. Amended Council Policy 043 Official Travel by Elected Officials (Redline)
4. Amended Council Policy 043 Official Travel by Elected Officials (Clean)
5. Resolution No. 17-8432
6. Resolution to Repeal Resolution No. 17-8432 and Adopt Amended Council Policy on Official Travel by Elected Officials