



## Legislation Text

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**File #:** 18-1697, **Version:** 2

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### AGENDA REPORT REQUEST FOR CITY COUNCIL ACTION

**DATE:** 4/18/2018

**TO:** Honorable Mayor and City Council Members

**FROM:** Management Services Department

**SUBJECT:**

City Council consideration to approve the advanced travel request for event registration fees only for Council Member Jason Scott to attend the League of California Cities Mayors and Council Members Executive Forum from June 27-28, 2018 in Monterey, California.

**RECOMMENDED ACTION:**

That the City Council approve, pursuant to Administrative Policy 01200.001, the advanced travel request for event registration fees only for Council Member Jason Scott to attend the League of California Cities Mayors and Council Members Executive Forum from June 27-28, 2018 in Monterey, California.

**ANALYSIS:**

Administrative Policy No. 01200.001 (Travel and Other Expenses Reimbursement Policy) requires all City Officials to obtain advanced approval from the City Council for trips involving overnight stays and travel by air. Council Member Scott is requesting advanced approval to attend the League of California Cities Mayors and Council Members Executive Forum from June 27-28, 2018 in Monterey, California. As indicated further on the attached City Official Advanced Travel Request signed by Council Member Scott, as well as the attached forum brochure, this two-day forum is a valuable opportunity to become better educated on many challenges and cutting-edge approaches to handling them.

While the policy authorizes City Officials to request that the City pay for all actual and necessary expenses for an approved trip, Council Member Scott is requesting that the City only pay for the registration fee in the amount of \$375. He will be covering the cost for meals, lodging and transportation. Since the only expense to be incurred by the City is the \$375 registration fee requested to be approved by this action, no further actions or approvals by the City Council will be necessary.

**COMMITTEE ACTION:**

Not Applicable.

**STRATEGIC PLAN:**

This item supports the City's Strategic Plan Goal 6: Improve Communication with Our Community; objective a: Commit to transparency in all City actions. The recommended action will help achieve these goals by presenting the requested advanced travel request with detailed information.

**FISCAL IMPACT:**

City Official's travel and other expenses reimbursements are funded by the City Council's operating budget in the General Fund. Funding for the amount claimed on this report is included in the approved Fiscal Year 2017-18 budget.

**ENVIRONMENTAL ANALYSIS:**

This action is exempt pursuant to Section 15061 (b)(3) of the Guidelines for the California Environmental Quality Act (CEQA), which states that a project is exempt from CEQA if the activity is covered by the general rule that CEQA applies only to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. This action is for an advanced travel request and there is no possibility that approving the recommended action will have a significant effect on the environment.

**PREPARED BY:** SYLVIA EDWARDS, ASSISTANT TO THE CITY MANAGER

**SUBMITTED BY:** JASON SCOTT, COUNCIL MEMBER

**Attachments:** City Official Advanced Travel Request (Council Member Jason Scott executed on April 11, 2018)

Brochure: League of California Cities Mayor and Council Members Executive Forum  
(June 27-28, 2018)