



Legislation Text

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File #: 18-1994, Version: 1

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**AGENDA REPORT  
REQUEST FOR CITY COUNCIL ACTION**

DATE: 8/1/2018

TO: Honorable Mayor and City Council Members

FROM: Management Services Department

**SUBJECT:**

City Council consideration to approve the advanced travel request for event registration fee, meals, lodging, transportation, airfare and parking at airport for Council Member Randy Fox to attend the Legislative Action Summit from September 23-26, 2018, in Washington D.C.

**RECOMMENDED ACTION:**

That the City Council approve, pursuant to Administrative Policy 01200.001, the advanced travel request for event registration fee, meals, lodging, transportation, airfare and parking at airport, which totals an estimated \$2,213.98 for Council Member Randy Fox to attend the Legislative Action Summit from September 23-26, 2018 in Washington D.C.

**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 Fox is requesting advanced approval to attend the Legislative Action Summit from September 23-26, 2018 in Washington D.C. As indicated further on the attached City Official Advanced Travel Request signed by Council Member Fox, as well as the attached draft conference agenda, the conference is a valuable opportunity to enhance the governance skills and deepen the understanding of critical policy issues, learn from legislative professionals and meet political leaders.

**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 2018-19 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 project that have the potential for causing 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:** KRISTIAN DUARTE, OFFICE ASSISTANT

**SUBMITTED BY:** RANDY FOX, COUNCIL MEMBER

Attachments:

City Official Advanced Travel Request (Council Member Randy Fox executed on July 26, 2018).

Draft Agenda: Legislative Action Summit.