



ADMINISTRATIVE POLICY

Number: I-43
Issued: xx
Jurisdiction:
City Council

TRAINING & TRAVEL FOR PUBLIC OFFICIALS

I PURPOSE & POLICY STATEMENT

This policy shall establish standards for Public Official attendance at training events, workshops, seminars, etc., and their reimbursement by the City for such costs.

The City of Capitola recognizes that from time to time Public Officials may want to register for and attend training opportunities in the scope of their official duties related to conducting the City's business. It is the policy of the City of Capitola that there is a public benefit to Public Officials obtaining knowledge and training relevant to the course of their business as elected or appointed officials.

For the purposes of this policy "Public Official" means City Council Members and Planning Commission Members. This Policy operates in conjunction with, and does not supersede or conflict with the requirements of, Title 5, Division 2, Part 1, Chapter 2 of the Government Code. City Administrative Policy III-2 governs the reimbursable expenses incurred pursuant to this policy.

II AUTHORIZED REIMBURSEMENT & EXPENSES

Budget

Each year, the City Council adopts the Fiscal Year Budget, which may include funding for Training and Travel of their members. The total allotted amount is split evenly between the five, and not then shared between members regardless of an individual's use or non-use of funds. The Fiscal Year Budget also includes funds for Planning Commissioner training within the Community Development Department budget.

Once a Public Official uses their allotted training/travel budget funds, no further reimbursement will be possible during that fiscal year.

Authorized Activities

Expenses incurred by Public Officials engaging and participating in the following activities constitute authorized and reimbursable expenses:

- a. Attending educational seminars/trainings designed to improve the Official's skill, knowledge, or understanding in their role as a City Official

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- b. Participating in regional, state, and national organization sponsored activities that affect the City's interests (ex: California League of Cities, National League of Cities conferences)
- c. Attending Board/Commission meetings in official capacity as the City Council representative when the meeting takes place outside of Santa Cruz County (ex: Central Coast Community Energy meetings in Monterey)

There are no geographical limitations/requirements for authorized activities. Public Officials must provide a brief oral or written report on meetings attended at the expense of the City at the next regular meeting, per Government Code section 53232.3.

Unauthorized Activities

The City will not reimburse Public Officials for attendance at events primarily beneficial to a Public Official's political or career advancement, including, but not limited to, the following:

- a. Galas / Award functions
- b. Fundraising events
- c. Political rallies or campaign events
- d. Non-City-business related travel

Reimbursement

Public Officials shall be reimbursed as outlined in City Administrative Policy III-2: Employee and Public Officials Expense Reimbursement.

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