

# Capitola City Council

## Agenda Report



**Meeting:** April 27, 2023

**From:** City Manager Department

**Subject:** Administrative Policy on Training and Travel for Public Officials

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**Recommended Action:** Approve an administrative policy to formalize the process for public officials to receive reimbursement for training and travel.

**Background:** Typically, City Council Members have been reimbursed for registration and travel costs associated with various training and activities, up to a certain amount of money dependent on the approved FY budget. That budget has included a specific funding amount for each Council Member. Over the last several years, City Council has indicated that the sharing of funds between Council Members was not allowed.

During the regular meeting of the City Council on March 9, 2023, the City Council requested that staff bring forward a draft administrative policy formalizing the current reimbursement practice (Attachment 1).

Staff reviewed City training and travel policies from the neighboring cities of Santa Cruz and Watsonville (Scotts Valley does not have a similar policy) and other California city policies to ensure the City of Capitola is in line with best practices. Staff also received guidance from the City Attorney's office on legal requirements and prohibitions.

**Discussion:** In line with Council direction, the draft policy does not prohibit or restrict travel to out-of-state or international training. The policy does include a Government Code requirement for a brief oral or written report on meetings attended at the expense of the City at the next regular City Council meeting. In addition, the proposed policy would allow for reimbursement to attend board/commission meetings when Council Members are attending in their official capacity as the City Council representative when the meeting takes place outside of Santa Cruz County (ex: Monterey Bay Area Association of Governments or Central Coast Community Energy meetings in Monterey).

**Fiscal Impact:** Dependent upon the approved Fiscal Year Budget. Typically, the City Council has allocated \$10,000 for travel/training; City Council requested increasing that amount to \$15,000 for FY 2023-24.

### Attachments:

1. Draft Administrative Policy I-43: Training and Travel for Public Officials

**Report Prepared By:** Chloé Woodmansee, Assistant to the City Attorney

**Reviewed By:** Julia Moss, City Clerk; Tamar Burke, Assistant City Attorney

**Approved By:** Jamie Goldstein, City Manager