



AGENDA REPORT SUMMARY

Meeting Date: August 22, 2023

Subject: Los Altos Legislative Body Travel Policy

Prepared by: Anthony Carnesecca, Assistant to the City Manager

Reviewed by: Jon Maginot, Assistant City Manager

Approved by: Gabriel Engeland, City Manager

Attachment(s):

1. City of Los Altos Policy – Training and Travel Expense Policy for Members of Legislative Body
2. Request for Travel Authorization
3. Statement of Travel Expenses

Initiated by:

City Council

Previous Council Consideration:

March 28, 2023 & July 11, 2023

Fiscal Impact:

None

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- Does the City Council wish to adopt the Legislative Body Travel Policy?

Summary:

- City Council requested that City staff come back with a travel policy.
- This policy provides clear guidelines and a process for the authorization and administration of public funds for travel expenses and reimbursements for official City business, including a meeting, seminar, training, or conference.

Reviewed By:

City Manager

GE

City Attorney

JH

Finance Director

JD



Subject: Los Altos Legislative Body Travel Policy

Purpose

Provide guidelines for the authorization and administration of public funds for travel expenses and reimbursements for official City business as they apply to members of legislative bodies, including the Council and Commissions.

Background

At the March 28, 2023 meeting, City Council directed staff to bring this item back for discussion during Future Agenda Items.

At the July 11, 2023 meeting, City Council directed staff to come back with a policy.

Discussion/Analysis

City staff drafted a Legislative Body Travel Policy that is compliant with AB 1234 and California Government Code Section 53232 et seq.

The policy provides all legislative body members with the ability to receive reimbursement for any official City travel for a meeting, seminar, training, or conference.

This process requires that the interested member shall complete the Request for Travel Authorization with all information regarding meeting, travel dates, travel plan, hotel information, estimated costs, and justification for the event at least sixty days before registration for the meeting closes. Then, the legislative body shall agendaize the request as early as feasible for review.

Following an event for which a reimbursement claim has or will be submitted, the official seeking reimbursement shall briefly report on the event during a regular meeting no more than 30 days after the claim has been fulfilled. If multiple officials attended, a joint report may be made. This report may be made verbally or provided as a written report to be included as information in the agenda packet.

In accordance with standard government travel policies, the member shall choose the least expensive option for the City and utilize government or group rates when available with regards to any expenses, such as transportation or lodging.