



AGENDA REPORT SUMMARY

Meeting Date: July 11, 2023
Subject Discussion Regarding a Council Travel Policy

Prepared by: Melissa Thurman, City Clerk
Approved by: Gabriel Engeland, City Manager

Attachment(s):

1. Sample Travel Policies
2. City of Los Altos Travel Policy
3. AB1234 – Expense Requirement FAQ

Initiated by:

City Council

Background:

At the regular meeting of March 23, 2023, three members of the City Council (Meadows, Weinberg, Fligor) directed staff to place a discussion item on a future agenda regarding a Council Travel Policy.

Assembly Bill 1234 (AB1234) contains requirements relating to elected official travel expenses. The City of Los Altos has a travel policy (Attachment 2) in place but may prepare a policy specific to City Council travel regarding reimbursements, should the Council provide that direction.

Also attached to this report is a list of Frequently Asked Questions from the Institute of Local Governments (ILG), relating to reimbursements regarding elected official travel (Attachment 3).

Fiscal Impact:

None

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- Does the Council wish to direct staff to draft a Travel/Reimbursement Policy specific to the City Council?

Staff Recommendation:

This is a Council initiated item and staff is requesting further direction.

City Manager

GE

Reviewed By:

City Attorney

JH

Finance Director

JE
