



CITY OF MILPITAS AGENDA REPORT (AR)

Item Title:	Authorize and Approve Travel to Long Beach, CA for four City Councilmembers along with Interim City Manager to Attend the Annual Conference of the League of California Cities held October 16-18, 2019
Category:	Consent Calendar-Leadership and Support Services
Meeting Date:	9/3/2019
Staff Contact:	Ashwini Kantak, 408-586-3053
Recommendation:	Authorize and approve travel to Long Beach, CA for four City Councilmembers along with Interim City Manager to attend the Annual Conference of the League of California Cities held October 16-18, 2019, for a combined total expense amount not to exceed budgeted Conferences/Meeting allocation for City Council and for City Manager's office.

Background:

City of Milpitas is a member city of the League of California Cities, based in Sacramento, CA. Each year, the League hosts its annual conference for local elected and appointed officials. This year, the conference will be held in Long Beach, CA from October 16 through 18, 2019. Four Milpitas elected officials plan to attend the conference this year along with Interim City Manager McHarris.

Conference registration fee is \$600 per attendee. Additional costs will include accommodations for a two-night hotel stay, meals, air travel, ground transportation, and any other related conference costs. Air transportation is estimated at \$400 per attendee. The total estimated cost for the five persons attending the conference is approximately \$11,250, and will be covered by budgeted amounts in the FY 2019-20 General Fund.

Analysis:

The City of Milpitas Travel and Expense Policy requires approval of travel for elected officials and select employees by City Council. If approved, this action would permit four City Councilmembers and the Interim City Manager McHarris to travel to Long Beach to garner additional knowledge from other elected officials and administrators and to share knowledge with each other and City staff. Continued participation and attendance in these types of conferences ensures that the Milpitas community is fully represented at the local, state and national levels.

Fiscal Impact:

The estimated cost per attendee for this travel is \$2,250. The conference registration fee is \$600.00 per person. Other expenses include hotel stay, meals, airfare and ground transportation. Sufficient funds are available in the individual Elected Official allocation of \$5,000 for Conferences/Meetings to pay for the travel expenses. Sufficient funds are available also in the City Manager's Office conference budget.

Recommendation:

Authorize and approve travel to Long Beach, CA for four City Councilmembers along with Interim City Manager to attend the Annual Conference of the League of California Cities held October 16-18, 2019 for a combined total expense amount not to exceed budgeted Conferences/Meeting allocation for City Council and for City Manager's office.

Attachments:

- (1) Conference information and (2) Costs against available budget