

CITY OF MILPITAS, CALIFORNIA

SUBJECT: COUNCIL TRAINING POLICY

PURPOSE OF THE POLICY

The purpose of this policy is to establish City policy, guidelines and conditions for the use of funds appropriated to the City Council for attending conferences and trainings. The City Council recognizes the importance of attending conferences and trainings to ensure members of the Council stay informed about best practices in local government and are able to represent the City at the local, regional, and national level.

TRAINING OBJECTIVES

- To promote regionalism and ensure that Milpitas' interests are represented at the regional, state, and national levels and receive recognition for Milpitas' contributions and accomplishments.
- To ensure that the Council is informed about best practices in local government
- To advocate for the City's interests in the state and federal legislature and with regional agencies

PROCEDURES

A. General Conditions

1. Training may be a class, seminar, workshop, or conference related to the Mayor and Councilmembers' duties except for duties on other regional boards.
2. All travel to attend conferences or training, which is not directly connected to their Council or regional representative role, must be approved by the City Council during budget adoption or at a subsequent Council meeting.
3. All travel for a class, seminar, workshop, or conference shall be limited to the actual days of the event or immediately after the event and a Councilmember shall not extend their travels for personal pleasure unless fully paid for by the Councilmember.

B. Responsibility of the Councilmember

1. Each Councilmember, with the assistance of staff, must complete the Travel and Expense Request Form prior to submitting the form to the Finance Department for processing. All travel for the Council has to be approved by the full Council.
2. A copy of the registration material must be submitted with the Travel and Expense Request Form. The travel approval by the City Council during the budget process or a copy of the Council minutes approving subsequent requests must also be attached with the form.
3. Each Councilmember is expected to provide a brief verbal or written report, within 30 days of the training, to the full Council on the benefits and outcome of the conference or training.

C. Responsibility of the City Manager

It is the City Manager's responsibility to review the training budget and travel requests during the budget process. The City Manager will provide a travel schedule for individual Councilmembers, to the extent known, to the City Council for its review and approval during the budget process. The City Manager shall track the training budget for the Mayor and each Councilmember throughout the year and provide regular updates to them.

D. Expense Reimbursement

Travel and training expense reimbursements are subject to the procedures and guidelines established under SOP No. 6-1, Travel and Expense Policy and SOP No. 6-2, Use of City Vehicles Policy.

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