



## CITY OF MILPITAS AGENDA REPORT (AR)

<b>Item Title:</b>	Provide direction to staff on draft Council policies for training and events
<b>Category:</b>	Leadership and Support Services
<b>Meeting Date:</b>	10/1/2019
<b>Staff Contact:</b>	Christopher Diaz, City Attorney, (408) 586-3040 Ashwini Kantak, Assistant City Manager, (408) 586-3053
<b>Recommendation:</b>	Provide direction to staff on draft Council policies for training and events

### **Background:**

The City 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. The purpose of the proposed Council policy for training is to establish City policy, guidelines and conditions for the use of funds appropriated to the City Council for attending conferences and trainings. The Approved Fiscal Year 2019-2020 Budget includes funding of \$5,000 each for training for members of the City Council.

During the Fiscal Year 2019-2020 Budget development process, the City Council expressed an interest in individual Councilmembers having the ability and funding to host events that benefit the City and the Milpitas community, and to use City facilities for this purpose. The use of City facilities is governed by the Milpitas Facility Use Manual and updates to this Manual are being brought forward for Council consideration to enable use of City facilities by individual Councilmembers.

The proposed Council policy for events establishes City policy, guidelines and conditions for the use of funds appropriated to individual members of the City Council for hosting events, donating to intergovernmental agencies and non-profit organizations and for requesting fee waivers for events. These events support the City Council's priorities and shall not be related to campaigning or any other political advocacy efforts and shall generally serve a public purpose.

### **Analysis:**

#### **Policy for Training**

The proposed draft Council policy for training includes training objectives; general conditions of the policy, including which training the policy applies to; responsibilities of the Councilmembers and the City Manager to ensure appropriate use of the training budget; and procedures for reimbursement of expenses.

#### **Policy for Events**

The Approved Fiscal Year 2019-2020 Budget includes funding in the amount of \$25,000 for the City Council to make donations to intergovernmental agencies and non-profit organizations and to approve fee waivers for events and for individual Councilmembers to either host his/her own events or to donate to additional events and provide fee waivers, distinct from those submitted per the adopted policy – City Council Donations and Fee Waiver/Reduction Policy are regulated by Council policy 01-07.

Per this policy, all requests for events and fee waivers or donations for non-profit organizations shall continue to be brought forward for Council consideration. Based on historical information about Council donations and

fee waivers, staff is recommending setting aside a budget of \$10,000 for the full City Council and \$3,000 each for every individual member of the City Council.

The proposed policy outlines general conditions as described below:

Any events hosted or sponsored by an individual Councilmember shall be for a wide-reaching public purpose serving the Milpitas community at-large, and shall support the priorities of the full Council. Events shall be open to the public and to any other Councilmembers who may wish to attend. Councilmember hosted events shall not be related to a campaign event. To ensure the integrity of the events, no hosted events shall take place in the six months preceding a municipal election.

The proposed policy provides guidance about type of staff support and number of staff hours. The proposed policy also describes the responsibilities of the City Councilmembers and the City Manager and outlines the procedures for reimbursement of expenses.

Key items for Council consideration and input:

1. Allocation amounts from the total \$25,000 budget for the full City Council and individual Councilmembers.
2. Eligible expenditures for individual Councilmember funds.
3. Number of events hosted by individual Councilmembers.
4. Use of City facilities.
5. Timeframe of events hosted by individual Councilmembers with respect to municipal elections.
6. Amount of staff support hours per event and cumulative number of hours for events hosted by each Councilmember.
7. Approval Process.

#### Next Steps

Based on Council feedback, staff will bring forward both policies for adoption in late summer/early fall 2019.

#### Fiscal Impact

No additional funding is needed at this time. There may be some future fiscal impact depending on direction from the City Council about number of events and the amount of staff support time.

#### Recommendation:

Provide direction to staff on draft Council policies for training and events.

#### Attachment

Draft Council Policy for Training

Draft Council Policy for Events