



City Council Travel Protocol and Established Policies

JULY 16, 2018 CITY COUNCIL MEETING

ADMINISTRATIVE ITEM #29 (18-165)

Background

- ▶ At the June 5, 2018 City Council Meeting, Mayor Posey and Mayor Pro Tem Peterson introduced a Council Member Item to discuss Council Member travel and State and Federal Advocacy trips.
- ▶ The City Council directed the City Manager to review the current travel policies as well as the budget and bring back to City Council any recommendations, if needed.

Current Practices

- ▶ There is no “official” City Council Travel Policy that outlines the process used to determine which Council Member(s) will represent the City on advocacy trips to Washington D.C. and Sacramento, or other travel.
- ▶ City staff spoke with Council Member Jill Hardy, who provided an overview of the past historical practices. This practice utilized seniority to determine who would attend advocacy trips.

Best Practices

- ▶ Staff reviewed policies and procedures from various municipalities throughout Orange County in addition to the League of California Cities who indicated that they do not have a model protocol.
- ▶ None of the policies reviewed dictated who can attend specific functions or conferences.
- ▶ Fountain Valley had a policy that stated, *“Every year sufficient funds are budgeted to allow every Council Member the opportunity to attend the League of California Cities Annual Conference. Adequate funds are also budgeted to allow all Council Members to attend a national conference once every two years.”*
- ▶ Irvine has criteria that determines whether a City Council Member or appointed official can travel.

Potential Options to Consider

Keep the current practice in place

Memorialize current practice with a formal policy for advocacy travel to Washington D.C. only

Re-instate past historic practice with a formal policy for advocacy travel to Washington D.C. only

Appoint the Intergovernmental Relations Committee as the body asked to determine attendance for advocacy trips to Washington D.C.

Create a new City Council Travel Policy incorporating best practices.

Questions?