



City of Rialto

Legislation Details (With Text)

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File created: 6/6/2018 **In control:** City Council

On agenda: 6/26/2018 **Final action:**

Title: Request City Council to Approve the Fiscal Year 2018 and Fiscal Year 2019 Travel Expense List for Purposes of Travel Policy Compliance.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Travel Expenses for FY18 & FY19

Date	Ver.	Action By	Action	Result
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For City Council Meeting [June 26, 2018]

TO: Honorable Mayor and City Council

FROM: Robb R. Steel, Interim City Administrator

Request City Council to Approve the Fiscal Year 2018 and Fiscal Year 2019 Travel Expense List for Purposes of Travel Policy Compliance.

BACKGROUND:

On July 28, 2015, the City Council adopted Resolution No. 6789 establishing a travel policy. The policy states, "All expenses for conferences and related events for officials approved by the City Council in its annual budget shall not require further City Council action for approval." On January 10, 2017, the City Council approved a schedule of yearly events to specifically authorize certain travel related activities during that year. The City Council did not approve a similar inventory for FY18 and this report corrects that omission. This report also establishes a budget for FY19 compliance.

ANALYSIS/DISCUSSION:

The attached schedule of Yearly Conferences for FY18 and FY19 confirms the budgeted authorization. The elected officials will not necessarily attend each of the events, but this provides an estimate of costs for the purposes of travel policy compliance. The actual aggregate costs are generally lower.

The City Council allocated \$115,605 for all travel, training, and conferences for FY18. The City Council has not yet adopted the FY19 Budget, and the Budget will control authorized expenditures. This also includes memberships in organizations such as the League of California Cities, IEEP, and SCAG. The City Clerk and Treasurer budgets for FY18 are \$5,770 and \$3,915 respectively.

ENVIRONMENTAL IMPACT:

The requested City Council action is not a “Project” as defined by the California Environmental Quality Act (CEQA). Pursuant to Section 15378(a), a “Project” means the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. According to Section 15378(b), a Project does not include: (5) Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

GENERAL PLAN CONSISTENCY:

This action is consistent with Guiding Principle 3A in the General Plan:

Our City government will lead by example, and will operate in an open, transparent and responsive manner that meets the needs of the citizens and is a good place to do business.

LEGAL REVIEW:

The City Attorney approved the staff report.

FINANCIAL IMPACT:

Operating Budget Impact

On July 11, 2017, the City Council approved a budget of \$115,605 for training, meetings, and conferences in General Fund Account Number 010-500-1149-2022 for FY18. The City Treasurer and City Clerk budgeted \$3,915 in General Fund Account Number 010-500-9100-2022 and \$5,770 in Account # 010-500-3150-2022 respectively. All travel in FY19 must comply with the adopted budget.

Capital Improvement Budget Impact

No capital budget impact.

Licensing

n/a

RECOMMENDATION:

Staff recommends that the City Council approve the Estimated Travel Expenses for FY18 and FY19 for purposes of Travel Policy compliance.