

Attachment 2

RESOLUTION 24-XXX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL PASO DE ROBLES AMENDING THE CITY'S TRAVEL POLICY AND PROCEDURES

WHEREAS, Title 6 of the Paso Robles Municipal Code (PRMC), Purchasing, identifies as the City Manager as the City's purchasing authority and provides them with a broad authority over purchases of supplies, equipment, services, and public works projects of the City; and

WHEREAS, in compliance with Title 6 of PRMC, the City also has an established Purchasing and Travel Policy, which is the guiding document in purchasing of goods, supplies, services, capital projects, etc.; and

WHEREAS, the City's Purchasing Policy (and associated Travel Policy and Procedures) also outlines who is authorized to make said purchases, typically, these authorization thresholds are based on a specific dollar amount; and

WHEREAS, the City is required to maintain a system of internal controls, in accordance with the purchasing policy, to minimize risks and protect assets and to ensure accuracy of records; and

WHEREAS, updating the Travel Policy and Procedures from time to time is critical to City operations as outdated and ignored policies can expose the City to unnecessary risk.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EL PASO DE ROBLES DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. All of the above recitals are true and correct and incorporated herein by reference.

Section 2. The adoption of an amended Travel Policy and Procedures is not a project subject to the California Environmental Quality Act ("CEQA") because it has no potential to result in either a direct, or reasonably foreseeable indirect, physical change in the environment. (State CEQA Guidelines, sections 15060, subd. (b)(2)-(3); 15378.)

Section 3. The Travel Policy and Procedures is hereby amended as follows:

- a. Travel and training for the City Manager does not require pre-approval unless otherwise directed by City Council. Travel and training for City Councilmembers does not require pre-approval as long as cost does not exceed \$6,000 per Councilmember per year. Councilmember travel and training expenses in excess of \$6,000 require pre-approval by the City Council at a regularly scheduled Council meeting. This \$6,000 limit applies to all city-related travel, including representation on other board and committees, and shall escalate by 5%, each year beginning in 2025.

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APPROVED this 19th day of March, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

John R. Hamon, Jr., Mayor

ATTEST:

Melissa Boyer, City Clerk