



## Council Agenda Report

From: Ryan Cornell, Administrative Services Director

Subject: Approval of City Councilmember Strong Travel and Training Budget in Excess of Pre-Approval Limits

CEQA Determination: The City finds that this action is not a project under the California Environmental Quality Act pursuant to State Guidelines Section State CEQA Guidelines, §§ 15060, subd. (c)(2)-(3), 15378.

Date: July 16, 2024

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### Facts

1. The City is responsible for paying for expenses incurred by employees, elected, or appointed officials (“Traveler”) of the City while traveling to authorized meetings and/or educational events for City business.
2. Authorized meetings and/or educational events includes, but is not limited to, attendance at a conference, class, or educational event or attendance at trade meetings/events, boards or committees to which the Traveler has been appointed by the City or other entity related to City issues.
3. In compliance with Title 6.04.130 of the Paso Robles Municipal Code (PRMC), *Purchasing*, the City has a standalone Purchasing and Travel Policy, which is the guiding document in purchasing supplies, equipment, services, public works as well as travel and training costs. These policies outline who is authorized to make said purchases (typically based on specific dollar amounts).
4. Travel and training for City Councilmembers does not require pre-approval as long as the cost does not exceed \$6,000 per Councilmember per year.
5. To-date, Councilmember Strong’s travel and training costs for the fiscal year currently total \$11,127.43, requiring City Council approval.

### Options

1. Take no action;
2. Approve Councilmember Strong’s travel and training expenditures for Fiscal Year 2023-24;
3. Provide alternative direction to staff.

### Analysis and Conclusions

Travel and training for City Councilmembers does not require pre-approval as long as the cost does not exceed \$6,000 per Councilmember per year (this amount was recently updated by City Council on March 19, 2024). Council member travel and training expenses of more than \$6,000, as in the case with Councilmember Strong, requires 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 boards and committees, except for those costs reimbursed directly by the other committee or board. For example, Councilmember Strong attends several meetings on behalf of the San Luis Obispo Council of Governments (SLOCOG) each year. As such, travel costs paid by SLOCOG do not apply towards the \$6,000 pre-approval

limit. To-date, Councilmember Strong has incurred travel and training costs which have not been covered by another committee or board, as follows:

<b>Date</b>	<b>Description</b>	<b>Location</b>	<b>Amount</b>
July 2023	National League of Cities - Summer Board Meeting and Leadership Conference	Tacoma, WA	\$ 1,460.20
September 2023	League of CA Cities - Annual Conference	Sacramento, CA	1,462.43
November 2023	National League of Cities - Annual Summit	Atlanta, GA	2,208.55
February 2024	Cal Cities Channel Counties Division Dinner	Buellton, CA	35.00
March 2024	National League of Cities - Congressional City Conference	Washington, DC	5,150.91
March 2024	National League Cities Meeting (mileage only)	Burbank, CA	262.64
June 2024	National League of Cities - Leadership Conference (mileage and per diem only)	Sacramento, CA	547.70
		<b>Total</b>	<b>\$ 11,127.43</b>

**Fiscal Impact**

There is no direct fiscal impact by approving this action. The total travel and training costs for Councilmember Strong totaled \$11,127.43 for Fiscal Year 2023-24, exceeding preapproval limits by \$5,127.43; however, this overage has been included in end of year projections.

**CEQA**

The City finds that this action is not a project under the California Environmental Quality Act pursuant to State Guidelines Section State CEQA Guidelines, §§ 15060, subd. (c)(2)-(3), 15378.

**Recommendation**

Approve Councilmember Strong's Travel and Training expenditures for Fiscal Year 2023-24.

**Attachments**

None.