



CONSENT CALENDAR

City of San Bernardino Request for Council Action

Date: August 7, 2024

To: Honorable Mayor and City Council Members

From: Rochelle Clayton, Acting City Manager
C. Jeannie Fortune, Interim Director of Finance & Management Services

Department: Finance & Management Services

Subject: **Pre-Approval of Mayor and City Council Travel for FY 2024/25 (All Wards)**

Recommendation:

It is recommended that the Mayor and City Council of the City of San Bernardino, California, pre-approve travel for elected officials for FY 2024/25 as outlined.

Executive Summary

The Travel Authority and Expense Policy requires pre-approval by the Mayor and City Council for any travel by an elected official, simplifying administrative procedures while ensuring policy compliance. Pre-approved travel for FY 2024/25 includes events sponsored by key organizations like Cal Cities, NLC, and SCAG, allowing City officials to advocate for policies and participate in important committee meetings. This approach supports the City's goals of improving operational capacity and re-establishing itself as a regional leader.

Background

The Travel Authority and Expense Policy adopted by the Mayor and City Council on May 15, 2024, requires pre-approval by the Mayor and City Council for any travel by an elected official. Annual pre-approval of commonly attended events, committee meetings, conferences, seminars, and other travel eases the administrative burden while ensuring compliance with the adopted Policy so that the Mayor and City Council can complete travel that is beneficial to the City.

Discussion

Pre-approved travel for FY 2024/25 includes all events sponsored by the following organizations:

- California League of Cities ("Cal Cities")

- National League of Cities (“NLC”)
- Southern California Association of Governments (“SCAG”)
- San Bernardino County Transportation Authority (“SBCTA”)
- US Conference of Mayors
- International Council of Shopping Centers (“ICSC”)
- International City/County Management Association (“ICMA”)

The City is currently an active member of Cal Cities, NLC, and SCAG, and City officials routinely attend events sponsored by these organizations. Several City officials also serve on policy committees that are conducted by these organizations, including the Community Services Policy Committee and the Transportation, Communications, and Public Works Policy Committee for Cal Cities. Attending events sponsored by these organizations and participating in the committee meetings where they serve as members, City officials can advocate for policies and help craft legislative platforms aligned with the City's interests. This is especially important as the City is re-establishing itself as a regional leader. Pre-approving travel to events sponsored by Cal Cities, NLC, and SCAG for FY 2024/25 will afford City officials greater flexibility in attending events where they can conduct business and advocate for policies that benefit the City.

2021-2025 Strategic Targets and Goals

This item aligns with Key Target No. 1d: Improved Operational and Financial Capacity – Create a framework for spending decisions, and Key Target No. 2c: Focused, Alighted Leadership and Unified Community – Re-establish City as the Regional Leader/County Seat.

Fiscal Impact

There is no fiscal impact associated with this item. Budget for anticipated conferences has been approved for both the Mayor and City Council in the FY 2024/25 Adopted Budget.

Conclusion

It is recommended that the Mayor and City Council of the City of San Bernardino, California, pre-approve travel for elected officials for FY 2024/25 as outlined.

Attachments

Attachment 1 – Travel Authority and Expense Policy (Adopted by Reso. 2024-105)

Ward:

All Wards

Synopsis of Previous Council Actions:

N/A