



CONSENT CALENDAR

City of San Bernardino Request for Council Action

Date: June 21, 2023

To: Honorable Mayor and City Council Members

From: Charles E. McNeely; Interim City Manager
Barbara Whitehorn, Agency Director of Administrative Services

Department: Finance

Subject: **Pre-Approval of Mayor and City Council Travel for FY 2023/24 (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 2023/24 as outlined.

Background

The Travel Authority and Expense Policy adopted by the Mayor and City Council on August 18, 2021 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 adopted Policy so that the Mayor and City Council can complete travel that is beneficial to the City.

Discussion

Pre-approved travel for FY 2023/24 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

The City is currently an active member of Cal Cities, NLC, and SCAG, and City officials routinely attend events sponsored by these organizations. Furthermore, 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 that are sponsored by these organizations, and participating in the committee

meetings where they serve as members, City officials are able to advocate for policies and help craft legislative platforms that are aligned with the interests of the City. 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 2023/24 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

Staff is assessing participation and engagement at conferences beneficial to the City. Currently, Councilmembers have travel and conference budgets of \$6,000 each and the Mayor has \$4,000. If needed before current budgets are expended, staff will request an appropriation as part of the quarterly budget updates to the City Council.

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 2023/24 as outlined.

Attachments

Attachment 1 – Travel Authority and Expense Policy
(Adopted by Reso. 2021-212)

Ward:

All Wards

Synopsis of Previous Council Actions:

May 17, 2023	Mayor and City Council preapproved travel for the Mayor for ICSC from May 21-23, 2023.
October 19, 2022	Mayor and City Council preapproved travel for FY 2022/23 for the Mayor and City Council.
October 5, 2022	Mayor and City Council preapproved travel to the 2023 National League of Cities Congressional City Conference for the Mayor and City Council.
July 20, 2022	Mayor and City Council ratified travel detail and preapproved specified travel for the Mayor and City Council for Fiscal Year 2022/23.

August 18, 2021	Mayor and City Council adopted Resolution No. 2021-212 approving the revised Travel Authority and Expense Policy retroactive to July 21, 2021.
July 22, 2021	Mayor and City Council adopted Resolution No. 2021-164 approving the Travel Authority and Expense Policy, and repealing Resolution Nos. 9151 and 89-100.
February 3, 2021	Mayor and City Council provided conceptual support for the development of a comprehensive administrative policy manual to ensure that City employees and appointed officials are operating under a clear set of guidelines that govern the City.
April 17, 1989	Mayor and City Council adopted Resolution No. 89-100 amending Resolution No. 9151 and providing for reimbursement for meals at the rate of forty-five dollars (\$45.00) per day and repealing Resolution No. 84-226.
June 18, 1984	Mayor and City Council adopted Resolution No. 84-226 amending Resolution 9151 and providing for reimbursement for meals at the rate of thirty-five dollars (\$35.00) per day.
April 29, 1968	Mayor and City Council adopted Resolution No. 9151 establishing a policy for the attendance of City Employees and Elected Officials at conferences or meetings and set forth authorized expenses and allowances for expenses incurred on official business of the City.