



## CONSENT CALENDAR

### City of San Bernardino Request for Council Action

**Date:** September 6, 2023

**To:** Honorable Mayor and City Council Members

**From:** Helen Tran, Mayor

**Department:** Mayor's Office

**Subject:** **Pre-Approval of Mayor Travel for FY 2023/2024 (All Wards)**

#### **Recommendation:**

It is recommended that the Mayor and City Council of the City of San Bernardino, California, pre-approve the Mayor's specified travel for Fiscal Year 2023/24.

#### **Executive Summary**

The Mayor is requesting the approval of travel to attend the Mayors' Institute on City Design (MCID) 78th National Session from October 11 – October 14, 2023 in Boston, MA and the Mayors' Innovation Studio at Bloomberg City Lab from October 18, 2023 - October 20, 2023 in Washington, DC. Both events are comped.

#### **Background**

On August 18, 2021, the Mayor and City Council adopted Resolution 2021-212, adopting the Travel Authority and Expense Policy that requires all mayoral and council travel to be preapproved by the Mayor and City Council.

#### **Discussion**

The Travel Authority and Expense Policy adopted by the Mayor and City Council requires preapproval by the Mayor and City Council for any travel by an elected official. The Mayor is requesting to attend the Mayors' Institute on City Design 78th National Session from October 11 – October 14, 2023 in Boston, MA and the Mayors' Innovation Studio at Bloomberg City Lab from October 18, 2023 - October 20, 2023 in Washington, DC.

2023 MCID Registration	Comped
Airfare & Travel	Comped
Hotel	Comped
<b>Total Cost to the City</b>	<b>\$0</b>

2023 Mayor's Innovation Studio	
Registration	Comped
Airfare & Travel	Comped
Estimated Hotel	Comped
<b>Total Cost to the City</b>	<b>\$0</b>

### **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.

### **Fiscal Impact**

There is no financial impact to the pre-approval of travel for FY 2023/24. Each Councilmember has an annual budget for meetings and conferences of \$6,000 and the Mayor has a budget of \$4,000.

### **Conclusion**

It is recommended that the Mayor and City Council of the City of San Bernardino, California, pre-approve the Mayor's specified travel for Fiscal Year 2023/24.

### **Attachments**

Attachment 1 – Pre-Approval of Mayor and City Council Travel for FY 23-24

Attachment 2 – Annotated Agenda - Pre-Approval of Mayor and City Council Travel for FY 23-24

Attachment 3 – Mayors' Institute on City Design 78th National Session Invitation

Attachment 4 – Mayors' Innovation Studio at Bloomberg City Lab Registration Details

### **Ward:**

All Wards

### **Synopsis of Previous Council Actions:**

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.