

APRIL 24, 2019 – CITY COUNCIL STUDY SESSION MEETING

CALL TO ORDER

Mayor Tragarz called the meeting to order at 6:03 p.m.

ROLL CALL

PRESENT: COUNCILMEMBERS: M/Tragarz, MPT/Rodriguez, C/Ching, C/Pacheco, C/Wu
ABSENT: COUNCILMEMBERS: None

Also present: City Manager Wishner; Assistant City Manager Weiner; Assistant City Manager Rooney; City Attorney Leibold; City Planner Carlson; Finance Officer Cortez; Senior Planner Vasquez; Senior Management Analyst Layman; and City Clerk De Dios.

DISCUSSION ITEM:

- **Reimbursement for Expenses (Travel) Policy**

ASD/Ogawa presented a staff report and shared information on the proposed updated policy including: eliminating travel advances and increasing meal reimbursement allocation.

Discussion took place amongst Council and staff regarding the following: lodging requirements, parking reimbursement, government group rates, the addition of an ethical committee, and food purchased before Council meetings.

CA/Leibold suggested the following additions: adding the requirement of government group rates. She also stated that policy can be set to require keeping correspondence of all travel arrangements.

C/Ching recommended reducing the budget for Council travel.

M/Tragarz recommended the following: individual Council travel budgets, reduced Council travel budgets, food purchased for Council before meetings to be more clearly stated in the budget, and out-of-state travel by Council to be approved by Council prior to travel.

C/Rodriguez stated that he agreed with the idea of an established amount set for travel for each Councilmember as well as the requirement that Council must approve international travel prior to travel.

C/Wu agreed that each Councilmember should have their own set travel budget and stated that he is against international travel. He suggested that Council and staff have separate travel policies.

C/Pacheco recommended increasing the documentation and clarification of approvals for travel by Council and staff.

It was the consensus of Council to have staff incorporate the comments made and bring the policy back for formal adoption at a future Council meeting.

ORAL COMMUNICATIONS:

Wendy Toy and Vijay Vakil expressed their concerns and presented their suggestions to the travel policy including the addition of a travel authorization form.

There being no input, it was unanimously moved by Council to close oral communications. Motion carried.

ADJOURNMENT: There being no further business, the meeting adjourned at 6:56 p.m.

PASSED AND APPROVED this 22nd day of May 2019.

Nancy Tragarz, Mayor

ATTEST:

Teresa De Dios, City Clerk

PREPARED BY:

Ray Markel, Administrative Assistant