

City of Sebastopol

COUNCIL POLICY



SUBJECT CITY COUNCIL CONFERENCES/TRAINING	RESO NO 6684-2025	POLICY NO 95	EFF DATE July 1, 2025	PAGE 1 of 2
---	-----------------------------	---------------------	---------------------------------	-----------------------

I. Purpose

The purpose of this policy is to establish clear and comprehensive guidelines for the allocation and management of travel funds for City Council members. This policy aims to ensure a fair and equitable approach to addressing the travel needs and expenses of all council members, promoting transparency and accountability in the use of public funds. By setting these guidelines, we strive to facilitate effective and efficient travel arrangements that support the council's work and responsibilities, while maintaining fiscal responsibility and integrity.

II. Annual Travel Budget

Each Council member will receive an annual budget as approved by the City Council and divided equally among all City Councilmembers to cover costs related to attending conferences, meetings, and training sessions. This budget will apply to travel within California and is designed to ensure that Council members can participate in essential events without financial barriers.

III. Out-of-State Travel

Any out-of-state travel or training requires prior approval from the City Council. This ensures that such travel is necessary and aligns with the Council's goals and priorities.

IV. Covered Expenses:

The annual budget will cover the following expenses:

- Mileage for attending meetings where the Council member serves as a city-appointed representative.
- Travel expenses including airfare, hotels, and transportation related to attending conferences or training.
- Other associated costs, such as registration fees or meals, where applicable. The total budget for each Council member will be inclusive of all these costs, ensuring comprehensive coverage of travel-related expenses.

V. Exceeding the Budget:

- If a Council member exceeds their allocated funding from the approved budget they must either cover the excess expenses themselves or formally request additional funding from the City Council.
- In rare cases, a Council member may voluntarily transfer their unused funds to another member, subject to approval by the Council at a publicly noticed meeting. This allows for flexibility and mutual support among Council members.

IN COUNCIL DULY PASSED this 1st day of July, 2025.

VOTE:

Ayes: Councilmembers Hinton, Maurer, Vice Mayor McLewis and Mayor Zollman
 Noes: None
 Absent: Councilmember Carter
 Abstain: None