



City Council Policy / Procedure

City Council Travel

Reference: Resolution No. 01-139
Minute Order 2-14-06
Resolution No. 17-74

The City shall pay all allowable expenses of the City's elected and appointed officials for domestic and international travel on City business, including transportation, lodging, registration fees, meals, and other incidental expenses, if they are for official City business, fit within the City's policy guidelines, and comply with applicable regulations of the California Fair Political Practices Commission (FPPC). City business is defined as conferences, training sessions, meetings, economic development, and other official City business, including Sister and Friendship City programs, which is a direct result of employment with, or representation of, the City of Irvine. Please refer to City Council Policy/Procedure "Compensation and Expense Policy" for further clarification on allowable travel expenses.

The following criteria are utilized to determine whether City Council and/or appointed official travel related to official City business: (a) the conference or meeting is being held by an organization or agency of which the City is a member; (b) the purpose of the travel is City representation in support of a City Council approved program, or at the direction of the City Council; and (c) adequate funds are available within the approved individual City Council Business Expense budget or approved by the City Council separately.

In circumstances where travel expenses are paid by a source other than a state, local, or federal government agency, the requirements and restrictions of FPPC Regulation 18950.1 shall also apply. That regulation prohibits payment for food, lodging or travel to a member of the City Council (and appointed officials) "unless the transportation, lodging, and food is directly related to the official's public duties, is for a purpose that would otherwise be paid for with the agency's funds, is authorized in the same manner as transportation, lodging, and food using the agency's own funds, and otherwise meets the requirements of subdivision (a) of [FPPC Regulation 18950.1]." Subdivision (a) of Regulation 18950.1, in turn, allows payment for travel from sources other than a state, local, or federal government agency only if all of the following requirements are satisfied:

1. The payment is made directly to or coordinated with the City, and not made to the City official using the travel.
2. The payment is used for "official agency business" as defined in FPPC Regulation 18950.1(c).
3. The City determines the City official who will make use of the payment.
4. The payment provides no personal benefit to the City official who makes use of the payment.

5. The duration of the travel is limited to that necessary to accomplish the purpose for which the travel was provided as determined by the City using the same standards imposed for travel paid with City funds.
6. The City reports the payment as provided in FPPC Regulation 18950.1(f).

City Council members and appointed officials shall provide a brief report, in either written or verbal form, on meetings attended at City expense at the next regularly scheduled meeting of the City Council or City commission (as the case may be).

All travel requests that do not otherwise adhere to this Travel Policy shall be requested through a memorandum addressed to the City Manager for City Council consideration. The following information, at a minimum, shall be included in the request:

1. The purpose or specific benefit of the trip that would be achieved by sending a City official and/or supporting City staff.
2. The anticipated dates of the travel and destination(s).
3. Detailed financing information, including any cost that may be incurred by the City.
4. An explanation of Council Executive Assistant support, if requested.

CITY COUNCIL RESOLUTION NO. 17-74

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRVINE, CALIFORNIA, AMENDING THE POLICY FOR PAYMENT OF THE TRAVEL EXPENSES STANDARD FORM TO BE USED WHEN ACCEPTING A GIFT TO A PUBLIC AGENCY, AND RESCINDING AND SUPERSEDING ALL PREVIOUS RESOLUTIONS WHICH ARE INCONSISTENT THEREWITH.

WHEREAS, officials of the City of Irvine may from time to time travel to personally observe equipment, installations, public works, services, and other items of interest to the City, or to meet with persons or entities on matters relating to the City; and

WHEREAS, City intends to pay all allowable expenses for domestic and international travel on City business, including transportation, lodging, registration fees, meals, and other incidental expenses, if they are for official City business, fit within the City's policy guidelines, and comply with applicable regulations of the California Fair Political Practices Commission (FPPC); and

WHEREAS, City business is defined as conferences, training sessions, meetings, economic development, and other official City business, including Sister and Friendship City programs, which is a direct result of employment with, or representation of, the City of Irvine; and

WHEREAS, The following criteria are utilized to determine whether City Council travel relates to official City business: (a) the conference or meeting is being held by an organization or agency of which the City is a member; (b) the purpose of the travel is City representation in support of a City Council approved program, or at the direction of the City Council; and (c) adequate funds are available within the approved individual City Council Business Expense budget or approved by the City Council separately; and

WHEREAS, under circumstances specified in the regulations of the Fair Political Practices Commission (FPPC), the travel, lodging, and meal expenses for City Councilmembers may be paid for or reimbursed by persons or entities other than the City; and

WHEREAS, the City and its officials desire to comply with the Political Reform Act and the regulations of the FPPC; and

WHEREAS, it is the intent of this resolution to comply with and implement the provisions of FPPC Regulation 18944.2 and 18950.1 (2 Cal Code Regs., §§ 18944.2, 18950.1); and

WHEREAS, it is advantageous to consolidate previous actions pertaining to the policy for payment of travel expenses into one comprehensive resolution.

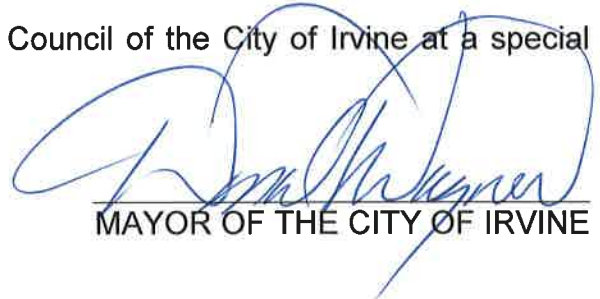
NOW, THEREFORE, the City Council of the City of Irvine DOES HEREBY RESOLVE as follows:

SECTION 1. The City Council of the City of Irvine hereby rescinds Resolution No, 01-139 and all previous actions relating to the policy for payment of travel expenses.

SECTION 2. The City Council of the City of Irvine hereby adopts the City Council Travel policy, which is attached hereto as Exhibit "A" and incorporated herein by reference.

SECTION 3. That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED AND ADOPTED by the City Council of the City of Irvine at a special meeting held on the 24th day of October 2017.



MAYOR OF THE CITY OF IRVINE

ATTEST:



ASST CITY CLERK
CITY CLERK OF THE CITY OF IRVINE

STATE OF CALIFORNIA)
COUNTY OF ORANGE) SS
CITY OF IRVINE)

I, , MOLLY MCLAUGHLIN, City Clerk of the City of Irvine, HEREBY DO CERTIFY that the foregoing Resolution was duly adopted at a special meeting of the City Council of the City of Irvine, held on the 24th day of October 2017, by the following vote:

AYES:	5	COUNCILMEMBERS:	Fox, Lalloway, Schott, Shea and Wagner
NOES:	0	COUNCILMEMBERS:	None
ABSENT:	0	COUNCILMEMBERS:	None
ABSTAIN:	0	COUNCILMEMBERS:	None


CITY CLERK OF THE CITY OF IRVINE



City Council Policy / Procedure

City Council Travel

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17-XX Minute Order 2-14-06

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