

CITY OF PALM DESERT STAFF REPORT

MEETING DATE: May 25, 2023

PREPARED BY: Anthony J. Mejia, City Clerk

REQUEST: REQUEST FOR OUT-OF-STATE TRAVEL FOR MAYOR PRO TEM QUINTANILLA TO ATTEND THE NALEO 40TH ANNUAL CONFERENCE JULY 11-13, 2023, IN NEW YORK, NEW YORK

RECOMMENDATION:

Provide direction to staff whether to amend the draft Annual Budget for Fiscal Year 2023/24 to include funding for an out-of-state travel request for Mayor Pro Tem Quintanilla to attend the National Association of Latino Elected and Appointed Officials (NALEO) 40th Annual Conference to be held on July 11-13, 2023, in New York, New York.

BACKGROUND/ANALYSIS:

On March 9, 2023, the City Council considered a request for authorization for out-of-state travel for Mayor Pro Tem Quintanilla to attend the NALEO 40th Annual Conference in New York, NY. The City Council requested a City Council Subcommittee, consisting of Mayor Kelly and Councilmember Harnik, to review the travel policy for best practices.

On March 31, 2023, the City Council Subcommittee met with staff to review the current travel policy. Staff collected and reviewed travel policies from nine (9) other cities and found that most policies require City Council approval for out of state travel and similarly classify the following as eligible for travel and expense reimbursement:

- Meetings with government and business leaders;
- Conferences, training and educational trips on behalf of the City, including visiting other governments to discuss and observe best practices;
- Lobbying trips, when a benefit to the City can be defined, such must be reported to the State quarterly;
- Business-related trips where a benefit to the City can be defined.

The City Council Subcommittee did not find a need to revise the travel policy. Instead, the Subcommittee recommended the use of an Out of State Travel Request Form to enhance public transparency and to provide the City Council with supporting information on the proposed conference/event and the benefits to the City. Given that new requests for out of state travel are rare, these requests should be considered extraordinary and listed on the City Council action calendar. The City Council approved these recommendations at its meeting on April 13, 2023.

Mayor Pro Tem Quintanilla has submitted the Out of State Travel Request Form for the NALEO 40th Annual Conference to be held in July 2023. Mayor Pro Tem Quintanilla has indicated on the form that this is a recurring request to attend the conference on an annual basis.

FINANCIAL IMPACT:

Registration	700 (Waived)
Flight	646.40
Hotel	1,248.82
Per Diem	276.50
Total Expenses:	\$2,171.72

Staff received confirmation that registration fees would be paid by NALEO should this request be approved. Remaining expenses will be included in Account No. 1104110-4312000, pending budget approval for Fiscal Year 2023/2024.

REVIEWED BY:

City Clerk:	<i>Anthony Mejia</i>
Finance Director:	<i>John Ramont for Veronica Chavez</i>
Assistant City Manager:	<i>Chris Escobedo</i>
City Manager:	<i>Todd Hileman</i>

ATTACHMENTS:

1. Out of State Travel Request Form – NALEO Conference
 - a. Conference Program
 - b. Attendee Testimonials
2. Palm Desert Travel Policy

City Council Out of State Travel
Request Form

Councilmember(s): Karina Quintanilla

Conference Name: NALEO 40th Annual Conference

Conference Host: National Association of Elected and Appointed Officials (NALEO) Education Fund

Travel Dates: Travel: July 10-13, 2023; Conference: July 11-13, 2023

Location: New York, NY

Is the conference/event pertinent to local government business? Yes No

Is a similar conference/event available in California? Yes No

Is the conference/event non-partisan: Yes No

Is this a one-time or recurring request? One-Time Recurring Frequency: Annually

Conference/Event Description:

NALEO Education Fund promotes civic engagement and education on the process to become US Citizens through webinars and virtual policy institutes from topics such as emergency response management for local leaders and sustaining school districts in financial crisis.

Collaboration with elected and appointed officials across the nation. This conference facilitates conversations and discussions on best practices for municipal, regional, state and federal officials, as well as elected and appointed officials that serve on various boards that manage public funds, such as school boards, water boards, transportation boards and more. NALEO is a nonpartisan organization.

Benefit to the City of Palm Desert:

Attending NALEO's 2023 Conference will enhance knowledge of best practices to increase engaging Latino residents and voters, which will benefit the City of Palm Desert. As the City moves forward with major projects such as a potential ballot measure to increase sales taxes, regional parks, and redistricting. The last presentation on the plans for the regional park planned for North Palm Desert indicated that there was very low participation with Latino residents, not proportional with the resident population.

Various testimonials are available from officials elected in states across the country from school boards to State Senators to law enforcement officials.

Additional Information:

NALEO offers a unique opportunity that is not offered in Riverside County or the State of California. The conference sessions and networking present the opportunity to engage with cities that share a variety of commonalities such as climate changes, economic growth, population size, demographics and enhance information by providing innovative ideas and bringing them back to Palm Desert.

Registration Cost: \$700 (Waived via opportunity raffle, Feb. 2023)

Airline Cost (estimate): \$646.40

Hotel Cost (estimate): \$1,248.82

Funding Available: Yes No Acct. No: If approved, funds to be included in FY 2023/24 Budget

Is additional funding needed: Yes No Funding Source: General Fund

Please attach the event program or agenda

[About](#) [Agenda](#) [Fees](#) [Hotel](#) [COVID-19](#) [FAQ](#) [Contact Us](#) [About Us](#)

NALEO 40TH ANNUAL CONFERENCE

SOLD OUT

**JULY 11-13,
2023**

NEW YORK
CITY

The Conference is now officially SOLD OUT. To ensure we are able to offer all current registrants the best and safest experience possible, we will no longer accept new registrations and will not be offering on-site registration or day passes for this year's event.

AGENDA

🕒 Viewing in Eastern Time **Adjust**

July 10, 2023

∨ Conference Registration: Early Check-In

2:00 PM-5:00 PM ET

6th Floor, Registration Desk

July 11, 2023

∨ Breakfast & Opening Gavel Ceremony

9:00 AM-10:00 AM ET

NALEO and NALEO Educational Fund leaders will be joined by officials from the New York City area to welcome participants to the NALEO 40th Annual Conference for the first time in the Big Apple!

∨ NALEO Service Project

10:00 AM-12:00 PM ET

Every year, the NALEO Annual Conference partners with a local nonprofit organization through our Service Project to give back to the community in the Conference's host city. In this work, NALEO Educational Fund, Conference participants, and corporate and community partners work to ensure a meaningful impact on the local Latino community.

∨ COVID-19, Students, and Families

10:30 AM-11:30 AM ET

Concurrent Breakout Session

The COVID-19 pandemic caused major disruptions in the lives of every adult and child across the country, in many cases exacerbating existing behavioral and mental health challenges many students face. As education governing boards work to develop environments that promote academic success for students, schools, and colleges must identify effective ways to assist struggling families. In this session, participants will gain an understanding of the Adverse Childhood Experiences (ACES) framework

and its relation to a lifetime of opportunity and discuss best practices to allow students to reengage in the learning process.

✓ **The Nuts and Bolts of Budgets: Counties and Municipalities**

10:30 AM-11:30 AM ET

Concurrent Breakout Session

One of the essential responsibilities of policymakers is the fiscal oversight of their jurisdiction, as local governments provide vital services to residents and businesses like public safety, road maintenance, parks and recreation, among others. This session will provide participants with an overview and better understanding of key sections of a local government budget and will equip them with the tools to ask the right questions about their budgets and revenue sources.

✓ **Compounding Hazards: Extreme Heat and Droughts**

10:30 AM-11:30 AM ET

Concurrent Breakout Session

Communities across the country are facing severe challenges from the effects of extreme weather — ranging from intense and prolonged heat waves to the resulting impact of droughts. In this session, participants will learn how these extended weather events are evolving, what experts forecast for the coming years, and what policy opportunities and best practices are available to mitigate the effects while increasing regional and community resiliency. Participants will also engage in roundtable discussions to exchange ideas on this critical issue.

✓ **The Blockchain Tech Revolution**

10:30 AM-11:30 AM ET

Concurrent Breakout Session

With technology evolving at an extraordinary pace, it is not always easy to keep up. Since its introduction in 2008, blockchain technology has continued to grow. As our economy becomes increasingly digitized, policymakers must stay knowledgeable on current and emerging trends in this area to best understand how this technology continues to evolve and interact with constituents' everyday life. This session will provide an overview of blockchain technology and how it is expected to continue to grow and be adopted in the public and private sectors.

✓ **National Leadership Luncheon & Plenary: New York City's Latino Diaspora**

12:00 PM-1:30 PM ET

New York City is the largest city in the nation, with a population of over 8.5 million. Given its long history of welcoming immigrants from all over the world, it is no surprise that New York City also has a significant and highly diverse Latino community. The city's more than 2.5 million Latino residents represent over 20 nationalities. During this plenary session, participants will hear from experts who will discuss the various waves of Latino migration to the city from throughout the Caribbean and Latin America and how these communities have shaped the rich tapestry of New York's boroughs and neighborhoods as well as its political power dynamics, economy, and culture.

NALEO Marketplace and Networking Break

1:30 PM-2:00 PM ET

✓ **NALEO Service Project**

1:30 PM-3:00 PM ET

Every year, the NALEO Annual Conference partners with a local nonprofit organization through our Service Project to give back to the community in the Conference's host city. In this work, NALEO Educational Fund, Conference participants, and corporate and community partners work to ensure a meaningful impact on the local Latino community.

✓ **Securing our Critical Infrastructures**

2:00 PM-3:00 PM ET

Concurrent Breakout Session

The United States faces escalating cyberattacks on critical infrastructure as sophisticated cyber actors and nation-states exploit vulnerabilities in our cyberspace. These threats can affect our economy, public utilities, safety, and public health. Disruptions to our infrastructure can have nationwide implications as we rely on these systems to move goods and people and deliver essential services. Given the growing threat of cyber-attacks and the interconnected nature of the systems they target, it is imperative to implement proactive measures to create safeguards and security. This session will provide participants with an overview of our country's cyber-attack threats, cybersecurity assessments, tools, and resources available to enhance resiliency.

✓ **Small Businesses and Latino Entrepreneurship**

2:00 PM-3:00 PM ET

Concurrent Breakout Session

According to the U.S. Small Business Administration, nearly one in four new businesses is Latino owned. The country's nearly five million Latino-owned businesses contribute more than \$800 billion to the American economy annually. Despite their economic contributions, Latino small businesses face real challenges and often have difficulty accessing capital to establish and grow their enterprises. During this period of economic uncertainty, it is imperative that policymakers spearhead strategies to help create business environments where Latino entrepreneurs have access to the resources they need. This session will provide participants with an overview of the state of Latino small businesses, highlight the most common challenges Latino entrepreneurs face, and elevate best practices to address their needs.

✓ **Understanding our Communities: The History of Puerto Rico and the Diaspora**

2:00 PM-3:00 PM ET

Concurrent Breakout Session

The Puerto Rican Community has a historically strong presence in the Northeastern United States, particularly in New York City. During this session, participants will learn about the history of Puerto Rico, the reasons

for periods of migration in the United States, and the impact this migration has made on the Northeast and different regions of the country. Experts will also discuss the current issues affecting Puerto Rico and the Puerto Rican diaspora.

Opening Reception: Welcome to the Big Apple!

5:00 PM-7:00 PM ET

July 12, 2023

✓ Breakfast Plenary: Latinas Leading Our Recovery

8:45 AM-10:15 AM ET

As the country continues to recover from the pandemic, Latina leaders in various sectors are at the forefront of rebuilding our economy, workforce, education systems, and communities. This plenary will feature a discussion about the distinct challenges and opportunities these leaders face while highlighting best practices to support the success of future Latina leaders.

✓ NALEO Service Project

10:00 AM-12:00 PM ET

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✓ The Opioid and Fentanyl Crisis in Schools

10:30 AM-11:30 AM ET

Concurrent Breakout Session

Fentanyl is a highly potent synthetic opioid which contributed to over 110,000 drug overdose deaths in 2022 alone. Unfortunately, school districts have not been immune to the dangers of fentanyl use by students. In this session, policymakers will have an opportunity to discuss their role in the fight against the fentanyl and opioid crisis in schools. This session will include health experts and education policymakers discussing strategies to educate, prevent, and intervene to support student well-being.

✓ **Floods: The Most Common and Costly Weather-Related Disaster**

10:30 AM-11:30 AM ET

Concurrent Breakout Session

Floods cost more human lives and cause more damage to property and the environment than any other severe weather-related event in the United States, with an average cost of \$5 billion a year. Even communities in regions outside federally declared flood zones are experiencing major floods and are now needing to learn about how to adapt to these new risks. This session will provide participants with an overview of how flood risks are changing, what experts forecast for the coming years, and what policy opportunities and best practices are available to mitigate the impact of floods while increasing regional and community resiliency. Participants will also engage in roundtable discussions to exchange and discuss ideas on this critical issue.

✓ **Workforce Development: Local Government is Hiring!**

10:30 AM-11:30 AM ET

Concurrent Breakout Session

Local government workers perform essential functions and deliver critical services to constituents every day. The local government sector is also a major employer and a direct source of economic security for more than 14 million workers across the country. Yet since the Great Recession, local governments have experienced declines in employment and challenges in recruiting a new workforce. To address this shortage, policymakers must act to ensure that workers who have unique skills and experience are employed and retained. This session will provide participants with strategies and recommendations for how local governments can curate a sustainable workforce in the long term through investments in hiring, recruitment, training, and compensation.

✓ **Electrification and Growing Alternative Trends**

10:30 AM-11:30 AM ET

Concurrent Breakout Session

Conversations around electrification vary across the United States, which is why it is critical for policymakers at all levels of government to understand the opportunities and implementation challenges that electrification can have on communities as states and local governments transition to electrification alternatives. In this session, experts will facilitate a conversation on electrification and what will be needed at various levels of government to establish the infrastructure and workforce required to meet the demand presented by our country's present and future needs.

✓ **National Leadership Luncheon & Plenary: Financial Outlook in a Global Economy**

12:00 PM-1:30 PM ET

As the nation prepares for the next presidential election in 2024, the state of the U.S. economy is sure to command significant attention. In 2023 —high inflation, rising interest rates, and bank failures lead some experts to believe the economy may be heading into a recession. In addition to the pandemic, it is evident that other factors like war, natural disasters, supply chain disruptions, and an aging workforce influence our financial outlook. This plenary discussion will provide an overview of the current state of the U.S. economy, discuss the impact this may have on fiscal outlooks for state

and local governments, and elevate economic strategies that can help

NALEO Marketplace and Networking Break

1:30 PM-2:00 PM ET

∨ NALEO Service Project

1:30 PM-3:00 PM ET

Every year, the NALEO Annual Conference partners with a local nonprofit organization through our Service Project to give back to the community in the Conference's host city. In this work, NALEO Educational Fund, Conference participants, and corporate and community partners work to ensure a meaningful impact on the local Latino community.

∨ Latinos Hold the Key to Solving the Housing Crisis

2:00 PM-3:00 PM ET

This discussion will address the nation's housing crisis by following the flow of capital from U.S. Latinos to the nation's largest pension funds and institutions. Every two weeks, a growing U.S. Latino population contributes money to the public pension fund system. In return, these funds invest accumulated capital into private equity, real estate, and the stock market. However, for every dollar invested, less than half a penny goes to a Latino money manager. Thus, the capital accumulated by U.S. Latinos — with an estimated GDP of 2.7 trillion — seldom ends up in the hands of a growing Latino business sector or under-capitalized communities in need of development. Discussion panelists will include senior practitioners in affordable housing and finance.

∨ Lifetime Membership Networking

3:30 PM-4:30 PM ET

This exclusive networking reception for NALEO Lifetime Members will provide an exclusive opportunity to connect and continue to benefit from the power of #TheNALEONetwork.

July 13, 2023

✓ **Breakfast Plenary: A Conversation with Federal Agency Leaders**

9:00 AM-10:00 AM ET

Latinos are leading in the country's highest levels of government by serving in the Biden Administration. This plenary will engage heads of federal agencies to discuss pressing policy issues around migrant and asylum seekers, post-pandemic recovery, and how policymakers can partner with federal agencies on solutions to meet the needs of states and local communities.

✓ **NALEO Service Project**

10:00 AM-12:00 PM ET

Every year, the NALEO Annual Conference partners with a local nonprofit organization through our Service Project to give back to the community in the Conference's host city. In this work, NALEO Educational Fund, Conference participants, and corporate and community partners work to ensure a meaningful impact on the local Latino community.

✓ **Let's Talk About It: Race in America**

10:30 AM-11:30 AM ET

Concurrent Breakout Session

In recent years, issues around race in America have moved to the forefront of our national discourse, often unearthing difficult conversations in our communities — and in some instances — putting us on a path toward healing. Amid this progress, Latinos have had to reckon with our own community's history of racism and exclusionary practices. This session will provide participants with a facilitated opportunity to learn from one another and grow while emphasizing communications strategies and other tools to support leaders in difficult but necessary conversations with colleagues, constituents, and other stakeholders.

✓ **The Nuts and Bolts of Budgets: School District**

10:30 AM-11:30 AM ET

Concurrent Breakout Session

As fiduciary stewards, school board members and community college

trustees can better serve the needs of students and meet jurisdictional goals when aligning budgets with visions of student outcomes and educational priorities. This session will provide participants with strategies to better understand their district budgets. Discussion leaders will share their experiences with the budget process, elevate best practices for managing the politics of budgets, and highlight ways to maximize budgets

National Leadership Luncheon

12:00 PM-1:00 PM ET

▼ NALEO Presidential Forum

1:00 PM-2:00 PM ET

As public servants on the front lines of addressing America's policy challenges, NALEO Members have been key partners with the White House. The NALEO Presidential Forum will provide an opportunity for presidential candidates to address the nation's Latino elected and appointed leadership and the key policy issues that millions of Latinos will be following during the 2024 presidential campaign.

▼ Latino Leadership and Developing Diverse Agendas and Coalitions

2:30 PM-3:30 PM ET

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2:30 PM-3:30 PM ET

The NALEO Network at Work: Charla on Leadership and Best Practices

Latino policymakers are expected to provide solutions, support, resources, services, and comfort to their constituents in times of crisis and disaster. Unfortunately, being a public servant during such times can lead to burnout and compassion fatigue. This session is part of our ongoing “Invest in Yourself” series for NALEO Members on wellness and self-care to maintain mental well-being while simultaneously fulfilling leadership responsibilities. During this *charla*, participants will have a place to share their experiences around the pressures of being a policymaker. In addition, experts will highlight techniques, skills, and resources to practice and prioritize self-care.

✓ Newly Elected & Alumni Roundtables

2:30 PM-3:30 PM ET

The NALEO Network at Work: Charla on Leadership and Best Practices

Investing in relationships offers opportunities to learn from one another, find mentors, offer guidance, and get guidance in return! These roundtable discussions will provide recently elected and appointed NALEO Members with a space to continue connecting with tenured colleagues on best practices, advice, and lessons learned as policymakers.

"We measure our success as we grow our NALEO membership base. We share ideas, experiences, policy issues, and best practices that have worked in different areas of the country. NALEO provides an incredible networking opportunity to CONNECT with other Latino public servants."



Hon. Rafael M. Anchia, (D-TX)
Texas State Representative

"I would like to encourage all newly elected officials to become a member of NALEO. NALEO plays a role in the development of the elected officials. The workshops and the different programs that NALEO has to offer are first quality, the workshops are in-depth and they cover a variety of topics from education to healthcare.

And also it gives the opportunity for those who attend conferences to share ideas, to look at best practices, to emulate some of those policies in our state."



Hon. Joseph Miro, (R-DE)
Delaware State Representative

"NALEO members represent all political parties, all levels of government, and diverse constituencies from urban centers to rural communities. NALEO continually offers elected officials unique networking and training opportunities aimed at enhancing our LEADERSHIP skills."



Hon. Adolfo Carrión, Jr., (D-NY)
Former Bronx Borough President,
New York City

"My experience with NALEO has been instrumental. Throughout the years NALEO has certainly provided me with a great deal of resource and information. It is also an opportunity for me to meet my other colleagues throughout the country; it is an invaluable experience. It has been incredibly important for me to learn and develop from the many important issues that have been made available."

"I would have never attempted these two projects ["Right Bites" and "SPARK Park"] without the training I received from NALEO!"



Hon. Susan Galindo, (R-TX)
North East Independent School
District Board President



Hon. Nellie Pou, (D-NJ)
New Jersey State Senator

"NALEO offers the most in depth information at a local, state, and federal level. I have been involved with other Latino organizations but NALEO comes on top when it comes to timely issues and organizing the programs well."



Hon. Rene Garcia, (R-FL)
Florida State Senate
NALEO Educational Fund Board
Member & Lifetime Member

"At NALEO's September 2012 National Policy Institute on Emergency Planning and Preparedness, I obtained the tools I needed to organize emergency preparedness and awareness events so that members of my community would be better equipped in the event of a natural or man-made disaster."



Hon. Nellie Pou, (D-NJ)
New Jersey State Senator

"I ask you to join NALEO. I've learned so much from all my colleagues from



Member & Lifetime Member

"My involvement at the NALEO Institute has grown my personal network substantially and has provided me a strong support system of elected officials I can bounce ideas off and learn from them."



Hon. Ed Gonzalez (D-TX)
Harris County Sherriff, TX
NALEO Board Member

"NALEO made an enormous impact on me at the Newly Elected Training back in 2002 that since then, I have been a firm believer in the organization and a staunch proponent of our programs and services."



Hon. Sergio De Leon, (NP-TX)
Tarrant County Justice of the Peace,
Precinct 5

"I am grateful to NALEO and the sponsors for providing me with the tools and resources to make me a champion for Public Health in my community. My city is a better city because of the training I received in these institutes."



Hon. Michele Martinez (D-CA)
Santa Ana City Council Member
Former NALEO President

"As a member of NALEO, I have been provided with many opportunities to

"As a member of NALEO, I have been provided with many opportunities to broaden my leadership, GOVERNING, and policy-making skills through the NALEO Education Leadership Initiative, the National Institute for Newly Elected Officials and the Annual Conference. As a school board member from a small and rural district, I have met and worked with many Latino officials from the city, state and federal levels at NALEO seminars. This networking connects our roles and responsibilities as elected officials to provide excellent leadership."



Hon. Cynthia Matus-Morris, (D-AZ)
Patagonia School Board Member

"I ask you to join NALEO. I've learned so much from all my colleagues from around the country. It is an opportunity for networking, an opportunity to support each other and make sure we are learning from the best practices that other states and other places throughout the country are doing. Join NALEO and make sure you register for so many of their summits and training opportunities and I know we can all be better for working together."



Hon. Luz Robles, (D-UT)
Utah State Senator

"NALEO has been a great asset to me in my growth as a legislator because it has brought me around other Latino legislators throughout the country. NALEO provides the venue for us to get together in a comfortable setting so that we can talk about what are the things that are affecting us directly and what we can do collectively to make sure we are addressing problems in our own communities. NALEO brings us together, as individuals, to incubate ideas that we normally would not have the opportunity to do in our own communities."



Hon. Jeffrey Sánchez, (D-MA)
Massachusetts State Representative

"I encourage anyone who is trying to go into their new position as a state lawmaker to register with NALEO, get trained, to get the appropriate guidance so you can be a-heck-of-a Latino representative!"



Hon. Harvey Santana, (D-MI)
Michigan State Representative

"Being a member not only helps you meet new people, meet new legislators across the state, but also helps you in developing your policy and fact checking and giving you other key information that you otherwise would not have. I encourage you to join NALEO and become a great state lawmaker. It's only a benefit for you and your career."



Hon. Anna Tovar, (D-AZ)
Arizona State Senator

"As a lifetime member of NALEO, I have participated in excellent professional development workshops to build my capacity, previously as a school board member and currently as a Community College Trustee. NALEO has provided me with the opportunity to build relationships with elected officials from across the state and nation, share our experiences and learn from each other."



Hon. John Vargas, (R -CA)
President, Board of Trustees El
Camino Community College District,
CA
NALEO Vice President & Lifetime
Member

RESOLUTION NO. 2016- 80

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM DESERT, CALIFORNIA, RESCINDING RESOLUTION NOS. 2013-58 AND 2009-77, AND ADOPTING A REVISED TRAVEL EXPENSE REIMBURSEMENT POLICY FOR OFFICIAL CITY BUSINESS BY ELECTED/APPOINTED OFFICIALS AND CITY EMPLOYEES.

WHEREAS, the City of Palm Desert City Council desires to revise its travel expense policy in accordance with the guidelines of AB 1234 (codified as California Government Code Section 53232); and

WHEREAS, such travel expense policy is attached hereto and made a part hereof marked as Exhibit A, which guidelines establish reimbursement for allowable travel expenses for civic and governmental functions attended by City representatives.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALM DESERT, CALIFORNIA that the City Council for the City of Palm Desert, California, does hereby adopt the Travel Expense Reimbursement Policy for Official City Business by Elected and Appointed Official and City Employees, attached hereto marked as Exhibit A.

PASSED, APPROVED, and ADOPTED this 13th day of October, 2016, by the following vote to wit:

AYES: HARNIK, JONATHAN, TANNER, WEBER, and SPIEGEL

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE


ROBERT A. SPIEGEL, MAYOR

ATTEST:


RACHELLE D. KLASSEN, CITY CLERK
CITY OF PALM DESERT, CALIFORNIA

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RESOLUTION NO. 2016-80

City of Palm Desert

**Travel and Expense Reimbursement Policy
City Elected/Appointed Officials and Employees**

A. Policy

It is the policy of the City of Palm Desert that Officials and Employees exercise restraint and good judgment in the expenditure of tax payer money for travel. The City complies with AB 1234, California Government Code 53232 (which apply to elected and appointed officials) and all other related laws and regulations when authorizing and reimbursing the expenses of elected and appointed officials and City employees. The principal of "reasonable and necessary" shall govern decisions regarding incurring travel expenses.

B. Purpose

To set forth the policy and procedures for approval and reimbursement of expenses incurred by City Council members, appointed officials, members of special boards, commissions, committees, and employees while traveling overnight on official City business. This policy shall not apply to "local meetings", commuter (local) training seminars and/or local City business expenses. These topics are covered by the City's Local Meeting Policy.

The policy provides guidance in accordance with California Government Code Section 53232 et seq. It includes, but is not limited to travel, business meals, lodging, conference expenses, professional memberships, and other related expenditures incurred while conducting, and related to, official City business.

C. Definitions

For the purpose of this policy, the following definitions will be used:

- Elected Official - those individuals elected to the City Council.
- Appointed Official - appointed members of all Palm Desert Commissions, Boards and Agencies appointed and subject to the Brown Act and the City Manager, Assistant City Managers and Department Heads designated by the City Council to represent the City.

RESOLUTION NO. 2016-80

- Agency - the City Council, and all Palm Desert Commissions, Boards and Agencies.
- Employee - an individual employed directly and solely by the City, excluding independent contractors, subcontractors, and other persons performing work on behalf of the City but self-employed or employed by other persons, corporations or entities.
- Local Travel/Local Meetings – Travel within a 75 mile radius of City Hall which does not require an overnight stay, such travel and meeting costs are covered under the Local Meetings Policy.
- Out-of-State Travel – Any travel outside the State of California, including international travel.
- Reimbursable expense - Expenses incurred and paid for by Officials and Employees on authorized City business.
- Travel Expense Report – Form designated by the Finance Director and available on the Intranet, used for documenting all travel expenses.
- Travel Pre-Approval Form – Form designated by the Finance Director and available on the Intranet, used for requesting preapproval and authorization for travel on City business.
- Conference Rate(s) – The group hotel rate(s) advertised in a conference brochure for attendees of said conference.
- Per Diem – the daily rates for lodging, and for meals and incidentals, set by the Federal US General Services Administration (GSA) for specific geographical areas in the Continental United States and available at www.GSA.gov .
- Government Rate – A discounted daily lodging rate for Federal, State, and Local Government employees offered by certain lodging establishments.
- Meals and Incidental Expenses (M&IE) – M&IE allowance covers daily meals and snacks, and related tips and taxes; fees and tips given to, but not limited to, porters, baggage carriers, bellhops, hotel staff, and stewards/stewardesses; and mileage between places of lodging and places meals are taken.

RESOLUTION NO. 2016-80

- Conference/Seminar – A prearranged meeting for an exchange of information or discussion, organized by a professional association, group or training provider, with a published agenda and participants from various locations.

D. Specific Occurrences Qualifying for Expense Reimbursement (related to Travel)

Government Code Section 53232.2(b) requires the City to specify the types of occurrences that qualify an Official or Employee to receive reimbursement of expenses relating to travel, meals, lodging, and other actual and necessary expenses. Accordingly, the following non-exclusive list contains expense authorized to be expended for official City business, including travel and related expenses, memberships in professional organizations, and subscriptions to business-related newspapers and journals. Officials and Employees are expected to exercise good judgment and show proper regard for economy when incurring expenses in connection with official City business.

The following classifications are identified as eligible for expense reimbursement:

- Meetings with government and business leaders;
- Conferences, training and educational trips on behalf of the City, including visiting other governments to discuss and observe best practices;
- Lobbying trips, when a benefit to the City can be defined, such must be reported to the State quarterly;
- Business-related trips where a benefit to the City can be defined;

Travel within the State of California does not require prior City Council approval, in an open meeting, if (1) it adheres to the adopted provisions of the travel reimbursement policy and (2) there are adequate budgeted funds. Travel outside of California, travel that does not conform to the policy, or travel that has not been adequately budgeted requires prior approval by the City Council in an open meeting. Typically Out-of-State travel is approved during the annual budget adoption process.

Examples of expenses that the City shall **not** reimburse include, but are not limited to:

- The personal portion of any trip;
- Spouses or any traveling companion accompanying an Official or Employee. Any and all expenses for traveling companions shall be paid by the Official or Employee;

RESOLUTION NO. 2016-80

- Family expenses, i.e. children or pet-related expenses;
- Laundry and entertainment expenses, including theatre, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf related expenses), or other cultural events;
- Political, religious or charitable contributions;
- Non-mileage personal automobile expenses including repairs, insurance and traffic citations;
- Personal losses incurred while on City business;
- Valet tipping or other special services, including fitness center charges;

E. Approvals and Authorizations

This section addresses various levels of approval and authorization, and reporting requirements for public Officials.

1. Out-of-State Travel: Travel outside the state of California by Officials and Employees, including international travel, requires the prior approval of the City Council in an open meeting. The preferred method for obtaining approval is as part of the annual budget process, otherwise requests must be agendaized and approved prior to an expense being incurred.
2. All employee travel requires the approval of the Department Head, via the Travel Pre-Authorization Form, prior to any expenses being incurred.
3. The Finance Director shall determine if requested reimbursements and/or prepaid expenses are within the policy. The City Manager may, at his/her discretion, modify or approve travel reimbursements based on cost, efficiency or effectiveness in the conduct of City business.
4. In accordance with Government Code Section 53232.2 (f), any and all expenses that fall outside this policy must be approved by the City Council, in a public meeting (Council Members and Officials) or by the City Manager (Employees) prior to any expenses being incurred. Any extraordinary circumstance related to travel reimbursement shall be addressed by the City Council in an open meeting.

RESOLUTION NO. 2016-80

F. Transportation

1. Airline Travel

All Officials and Employees shall fly coach class on the lowest cost flight(s) available for the most direct route to the final destination, which could reasonably include scheduled layovers of 1.5 to 2 hours along the route. Travel arrangements shall be made with due regard to the needs of the employee and particular regard to cost efficiency and City requirements.

Airline travel may be booked directly with the carrier, arranged through a travel agent or booked through an internet service. The Official or Employee shall pay in advance using a personal credit card or other method and submit the cost for reimbursement. The cost of airline travel fluctuates daily; therefore, Officials and Employees shall document the process used (internet search, travel agent request, etc.) to substantiate that they obtained the most practical, cost efficient route and means of travel. Officials and Employees may be advanced airfare costs prior to the departure date, if they submit a receipt documenting these costs were paid by them. However, proof of travel must be provided within 30 days upon return, or the individual shall be required to repay the City for any advance. City will reimburse only the actual round-trip coach fare paid, including reasonable baggage fees. Officials and Employees may, at their own expense, upgrade their airline accommodations. The purchase of travel insurance is only reimbursable with the prior written approval of the City Manager.

2. City Vehicles

City Vehicles may be used for travel in accordance with the City's Fleet Policy, however, use of a City Vehicle for overnight travel outside the Coachella Valley is discouraged. In those cases where the use of a City Vehicle is appropriate and authorized, Officials and Employees will only be reimbursed out-of-pocket expenses such as fuel or vehicle repair that are substantiated by receipts.

3. Personal Vehicle

The use of a Personal Vehicle may be authorized in accordance with the City's Fleet Policy. In compliance with the Fleet Policy, the use of a personal vehicle will be reimbursed at the current mileage rate set by the I.R.S. for miles traveled to and from designated place(s) on City business. Prior authorization is required and Officials and Employees should review the Fleet Policy for other regulations prior to travel. The following requirements apply to the use of a personal vehicle for City travel:

RESOLUTION NO. 2016-80

- a) Mileage reimbursement will be calculated based on the number of miles from the Official or Employee's home (for trips that originate at home) or City Hall, whichever results in the least number of miles.

Example: Two employees are traveling to Ontario Airport. Jane Doe lives in Palm Springs, and John Smith lives in Indio. Jane Doe will be reimbursed based on the mileage from her home and John Smith will be reimbursed based on the mileage from City Hall.

- b) Officials and Employees are encouraged to coordinate travel arrangements, and carpool whenever practical to reduce the expense to the City and the environmental impact. In such cases the primary driver shall receive mileage reimbursement for their trip including reasonable additional miles driven to pick up colleagues.
- c) Officials and Employees are required to substantiate mileage claims. The preferred method of doing so is by attaching a route printout from either www.maps.google.com or www.mapquest.com to their Travel Expense Report. Travelers who are claiming miles greater than those shown on these services may submit additional documentation (odometer readings, logs, etc.) subject to the approval of their Department Director and the Director of Finance.
- d) Officials and Employees, who choose, for personal reasons, to travel by personal vehicle to and from a destination rather than flying, will be reimbursed for the lowest cost method of transportation. Travelers shall provide documentation for the lowest cost of public transportation (i.e., airfare, bus, train, etc.) with the Travel Pre-Approval Form, a minimum of 30 days before the departure date. Parking fees will only be reimbursed if these expenses would have qualified for reimbursement had the traveler used public transportation.

Example: Stan travels to a meeting in Sacramento, and chooses to drive rather than fly. Mileage at 500 miles each way would be \$500, but roundtrip airfare is \$350, plus \$20 shuttle to his hotel. Stan is eligible for a maximum transportation reimbursement of \$370.

- e) Miles driven between lodging and dining are not reimbursable, but are included in the Per Diem M&IE allowance.

4. Vehicle Rentals, Taxi, Shuttle, Peer to Peer (Uber) and Public Transit Fares

Officials and Employees should choose the lowest cost for ground transportation, taking into consideration reasonable travel time and other related cost factors such as parking. Reimbursement for any particular mode of transportation is approved by

RESOLUTION NO. 2016-80

the Department Head based on the least total cost to the City, with due consideration to reasonableness and time constraints.

- a) Taxis, shuttles and public transit may be reimbursed up to a maximum of \$70 per day. Receipts are required for reimbursement of taxi and shuttle fares.
- b) Vehicles rented at the travel destination may be reimbursed provided there is a business reason or economic benefit to support the rental decision. Reimbursements are limited to cars defined as "full-size" or smaller in capacity. Vehicle rental must be substantiated with receipts and may include appropriate insurance coverage. If vehicle rental is not pre-approved or does not meet this policy and is subsequently denied, any related parking/toll fees shall also be denied and the Official or Employee will be reimbursed an amount equivalent to round trip shuttle charges.
- c) Vehicles rented for use as the primary means of transportation from an Official's or Employee's home to the airport or to the travel destination will be in accordance with the City's Fleet Policy. Such rental will be reimbursed at actual costs (including applicable insurance coverage) not to exceed the equivalent mileage or airline reimbursement, whichever is less cost to the City.

5. Parking Expenses and Tolls

Necessary parking fees for private or City vehicles shall be reimbursed provided that receipts are submitted and that the most cost effective parking method is chosen. Short-term airport parking is authorized for trips lasting less than 24 hours; long-term airport parking must be used for trips exceeding 24 hours.

Actual amounts paid for toll road use will be reimbursed. Officials and Employees should document the amount paid for toll roads and submit such documentation with the Travel Expense Report.

G. Meals and Incidental Expenses (M&IE)

This section refers to meals and incidental expenses incurred during attendance at conferences, seminars and other business meetings occurring further than 75 miles away from City Hall or the Official or Employee's home (whichever is closer) and which reasonably require an overnight stay. Reimbursement for meal expenses incurred during one-day seminars or business meetings are addressed in the Local Meetings Policy and are considered taxable income to the recipient. As such, they are subject to employment tax withholding.

RESOLUTION NO. 2016-80

1. Amounts available for M&IE will be determined by the applicable GSA Per Diem rate for the geographical area being visited. Individual rates can be found at www.gsa.gov.
2. For the first and last day of travel, Officials and Employees are limited to 75% of the applicable per diem rate for M&IE.
3. Attending conferences where meals are available, such as a lunch, does not result in a reduction in the M&IE per diem rate.

Example: Stan attends a three day conference, which includes lunch on day two, but no reduction in his M&IE per diem is made.

H. Lodging

Overnight lodging is authorized, with prior approval, when the travel destination is greater than 75 miles from City Hall or the Official/Employee's home (whichever is closer to the destination). Lodging may be authorized, with prior approval by the City Manager, for locations between 50-75 miles from City Hall or the Official/Employee's home (whichever is closer to the destination), if an employee is required to travel such distance for two or more consecutive days, and/or would result in a greater than 1.5 hour one-way commute.

Lodging may be pre-paid by the City or reimbursed to the traveler after the trip. Detailed receipts are required to be submitted with the Travel Expense Report regardless of whether the cost was pre-paid by the City or a reimbursement is requested. Lodging choices should be guided by necessity, practicality and cost effectiveness. Travelers should request and utilize the government rate for lodging whenever possible and when such rate is less than any other rate. In the absence of an organized conference rate, either the GSA Lodging Per Diem rate for the particular travel destination or government rate can determine reimbursement, unless otherwise noted below.

The amount authorized and/or reimbursed is controlled by the following factors:

1. Conferences: Officials and Employees attending conferences where lodging is appropriate and necessary may pre-pay or be reimbursed for lodging in an official Conference hotel at the published Conference rate, provided such hotels and rates are available at the time of booking. *If the Conference rate is not available at the time of booking, the Official or Employee should first request a room at the government rate; if one is not available they are eligible for reimbursement for lodging at another similar, reasonably close, hotel, in an amount up to the conference rate.*

RESOLUTION NO. 2016-80

2. Seminars: Officials and Employees attending seminars at locations greater than 75 miles from their home or City Hall (whichever is closer) are eligible to have the City prepay the hotel or be reimbursed for lodging at a rate up the GSA Lodging Per Diem for the travel destination, or applicable government rate, whichever is less. Prior approval of the department head and the City Manager is required before any expense is incurred and both rates shall be clearly indicated on the request.
3. Occupancy Taxes and Fees: Both the GSA Per Diem and government rates for lodging apply to the lodging rate only. They do not include occupancy taxes and related fees (i.e., utility fees), which vary from place to place, and are eligible for reimbursement at the actual amount paid. Other discretionary hotel charges (including but not limited to, room service, fitness centers, movies, etc.) are not eligible for reimbursement.

Example: Lodging is \$100, Taxes, Resort Fees, Utility Fees are \$12.50, and an in-room movie is \$15.00 – the employee is eligible for reimbursement of \$112.50.

4. Receipts required: Officials and Employees are required to submit receipts for lodging with their Travel Expense Report, regardless of whether the costs were prepaid or a reimbursement is requested.
5. Credit card charges: Due to the practical challenges of using a City credit card for room reservations, the preferred method of arranging for lodging is for the traveler to make a reservation using a personal credit card or other method. Employees may then prepay the charges using the City's regular accounts payable procedures, or request reimbursement after the trip. If alternate methods aren't available, employees may request authorization to use the City credit card (if available) to reserve a room by submitting the appropriate Credit Card Authorization Form to the Finance Department.
6. Number of nights authorized: Lodging is authorized for either the night before a conference, general business meeting or other authorized event, or the night following the last day. Only in extraordinary circumstances (such as the need to arrive early or travel very late) shall lodging for both nights be authorized and then only with the prior written approval of the Department Head and City Manager, via the Travel Pre-Authorization Form.

Examples: Stan travels to the League of California Cities Meeting, which starts Monday at 9:00 a.m. and concludes Wednesday at 1:00 p.m. He is authorized for lodging on Sunday night or Wednesday night, but not both.

Stacy travels to a professional conference, which begins on Monday at 8:00 a.m. and concludes Wednesday at 5:00 p.m. The earliest flight leaves at 8:00 p.m.,

RESOLUTION NO. 2016-80

arriving in Palm Springs at midnight. Stacy may be authorized, with prior approval, for lodging on Sunday and Wednesday nights.

I. Other Reimbursable Expenses

This section provides guidance on the reimbursement of expenses categorized elsewhere in the policy.

1. **Tips and Gratuities:** Tips and gratuities are considered incidental expenses and are therefore included in the per diem amount for M&IE. They are not eligible for separate reimbursement.
2. **Registration Fees:** The preferred method for paying convention or meeting registration fees is to prepay them through the City's regular accounts payable process. Registration fees that were not pre-paid and are paid by Official or Employee are eligible for reimbursement, provided receipts for payment and proof of attendance are provided with the Travel Expense Report. Proof of attendance may include, but is not limited to, event branded name tag, seminar or workshop agenda obtained at the event, certificate of completion, or other record of attendance.
3. **Data and Telephone Access:** Telephone, internet access usage and fax expenses incurred to conduct City business may be reimbursed up to a maximum of \$20 per day. Receipts are required for reimbursement. Officials and Employees are eligible for reimbursement for up to two personal telephone calls of reasonable duration per day.
4. **No Show and Late Cancellation Fees:** In situations where an Official or Employee does not attend a conference, seminar or general business meeting and costs are incurred for that event (e.g. conference fees, prepaid hotel charges, airline charges, etc.) they shall make every effort to ensure any and all fees prepaid by the City are refunded to the City. Official or Employee shall seek refunds for costs such as hotel cancellation and airline charges. A written explanation addressing the reason(s) the Official or Employee was unable to attend shall be attached to the Travel Expense Form documenting the expenses incurred and shall be subject to City Manager approval prior to any reimbursement.
5. **Miscellaneous:** It is the policy of the City that no Official or Employee shall sustain personal monetary loss as a result of duties performed in the service of the City, however all expenditures and requests for reimbursement shall logically relate to the conduct of City business and shall be necessary to accomplish the purposes of such business and shall be reasonable in amount.

RESOLUTION NO. 2016-80

Expenses not otherwise classified shall be considered in this category and may include such things as public stenographer fees, duplicating expenses, memberships in professional City-related organizations, and the cost of publications of value to the City or to the Official or Employee in furtherance of his/her official duties. Other necessary expenses incurred when traveling on City business may be allowed, however they require documentation and are subject to approval by the City Manager.

J. Additional Guidelines

1. **Prepayment:** Whenever practical, Officials and Employees should arrange for travel related expenses (i.e., registrations, lodging, transportation, etc.) to be directly billed to the City or prepaid through the City's regular accounts payable process.
2. **Advances:** Advance payments for travel expenses may be authorized. Officials or Employees requesting advances should submit their request via the normal accounts payable process by attaching a voucher to the approved Travel Pre-Authorization Form and obtaining the approval of their department head. Individuals should allow ample time, a minimum of two weeks, for processing. Advances must be cleared by the submission of a Travel Expense Report, and the return of unused funds, within 30 days of return from travel.
3. **Government Code and AB 1234 Compliance:** It is the policy of the City that any and all reimbursements provided to elected and appointed officials comply with Government Code 53232-53232.4 and AB 1234.
 - a. **Public Meeting Reports:** An Elected Official requesting reimbursement shall provide a brief report on meetings attended at the expense of the agency at the next regular meeting of the agency. Such reports may be made orally or in writing. Routine business meetings may be reported in writing on the consent calendar of the agenda. Reports are not required for Local Meetings as defined in the Local Meetings Policy.
4. **Violation of this Policy:** Pursuant to Government code Section 53232.4 misuse of public resources or falsifying expense reports may result in any or all of the following:
 - a. Loss of reimbursement privileges;
 - b. A demand for restitution to the City;
 - c. The City's reporting the expenses incurred by or paid to the Official or Employee as taxable income to state and federal tax authorities;

RESOLUTION NO. 2016-80

- d. Civil penalties of up to \$1,000 per day and three times the value of the resources used; and
- e. Prosecution for misuse of public resources, pursuant to Section 424 of the California Penal Code. Employees who violate this policy may be subject to discipline up to and including termination.

5. Non-Exempt Employees: Travel Away From Home Overnight on a Work Day

a) Travel During the Workday

Travel during the workday, after the employee has reported to work, is hours worked for the City of Palm Desert unless it is in connection with a bona fide meal break. However, travel from the employee's last work location to home is not compensable. Supervisors should not require employees who will be traveling during the work day to report to their normal work site at the start or the end of their shift unless it is truly necessary for the employee to report to such location.

b) Travel Outside the Workday

Overnight travel, or Travel Outside the Workday, is considered hours worked by the employee if it occurs:

1. During regular work hours; or
2. On an off day during the employee's normal work hours; or
3. Outside of work hours, if the employee has to drive to the location.

If the employee travels on public transportation (i.e., bus, train or airplane) or as a passenger in an automobile, the time is non-compensable. If the employee is offered public transportation for travel outside of normal work hours and declines the offer, the City will count as hours worked either the following, whichever is less: 1) the time spent driving the car; or 2) the time the employee spent traveling on if they had used public transportation.

K. Procedures for Reimbursement of Travel Expenses

Officials and Employees shall submit Travel Expense Report Forms to the Finance Department within 30 days of their return from the subject travel, accompanied by receipts and other documents substantiating expenditures and attendance. Receipts are

RESOLUTION NO. 2016-80

required for all expenses except those included in the M&IE per diem and tolls. Any expense not included within the M&IE or substantiated by receipts or other documentation will not be reimbursed and will be considered a personal expense. Required documentation may include, but is not limited to:

- a) Detailed credit card or cash payment receipt issued by the vendor
- b) Hotel receipt
- c) Transportation, taxi or shuttle receipt
- d) Mileage verification in the form of map service printouts
- e) Conference Brochure, including "conference rate" for lodging
- f) Certificate of Completion, meeting agenda, branded name badge or other proof of attendance;
- g) Statement of trip or meeting purpose
- h) Travel Pre-Authorization Form
- i) Council Actions approving travel