

**Council Meeting: May 15, 2012****SUBJECT: Proposed Revisions to Council Travel Budgets Section of Council Policy 7.3.13 Support for Councilmembers; Staff-Council Communications****BACKGROUND**

Council Policy 7.3.13, *Support for Councilmembers; Staff-Council Communications* includes a discussion of the annual travel budget for the Mayor and each councilmember. The discussion identifies the prorated split of travel funds for outgoing and newly seated councilmembers during election years. This report proposes updating that policy to reflect a 2007 Charter amendment that resulted in newly elected councilmembers being seated in January, rather than in November or December as had been the case previously.

**EXISTING POLICY**

**City Charter Section 601**, Council Term and Election

**Council Policy 7.3.13**, *Support for Councilmembers; Staff-Council Communications*, Section H, Council Travel and Conferences

**DISCUSSION**

Because Councilmember terms do not coincide with the fiscal year, Councilmember travel budgets must be prorated. Current Council Policy 7.3.13, *Support for Councilmembers; Staff-Council Communications* identifies that for fiscal years that include an election outgoing councilmembers and the Mayor receive one-third of their seat's annual travel budget, while incoming councilmembers and the new Mayor receive the remaining two-thirds of their seat's annual travel budget. During fiscal years that included an election, this proration approximately reflected councilmembers' time in office (prior to 2007, when newly elected councilmembers and the Mayor were seated in the November/December timeframe).

A Charter amendment approved by the voters in 2007 resulted in shifting the timing of newly-elected councilmember seating from November/December to January, yet no change was made to the manner in which travel budgets were prorated. This report proposes to update the prorated travel budget fraction to better reflect the timeframes that councilmembers and the Mayor are in office. The proposed revisions are noted in the following excerpt from Policy 7.3.13 (Section 2H, Budget, pg. 10):

A specific amount of the Council travel budget is allocated to the individual serving as Mayor. The remainder is distributed equally to each Council seat. Since Councilmember terms do not coincide with the fiscal year,

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Councilmember budgets must be prorated. Outgoing Councilmembers are allocated ~~one-third~~ **one-half** of the budget for their seats; incoming Councilmembers are allocated ~~two-thirds~~ **one-half**, plus any unspent funds originally allocated to the outgoing Councilmembers' respective seats.

Similarly, ~~one-third~~ **one-half** of the Mayor's budget will be allocated to the outgoing Mayor; ~~one-third~~ **one-half** will be allocated to the newly appointed Mayor, plus any unspent funds originally allocated to the outgoing Mayor.

**FISCAL IMPACT**

None.

**PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's Web site.

**ALTERNATIVES**

1. Approve the policy revisions as presented.
2. Other direction as provided by Council.

**RECOMMENDATION**

Staff recommends Alternative 1. Approve the policy revisions as presented.

In addition to better reflecting councilmembers' actual time in office during a fiscal year that includes an election, the proposed prorated fractions will also be simpler to anticipate, track and administer.

Reviewed by:

Robert Walker, Assistant City Manager

Prepared by: Coryn Campbell, Assistant to the City Manager

Approved by:

Gary M. Luebbers  
City Manager