



# City of Emeryville

CALIFORNIA

## MEMORANDUM

**DATE:** December 20, 2022  
**TO:** Adam Politzer, Interim City Manager  
**FROM:** April Richardson, City Clerk  
**SUBJECT:** **Consideration of Travel Authorization for Mayor Bauters, Vice Mayor Welch, and Council Members Mourra and Priforce**

### RECOMMENDATION

This item offers the City Council the opportunity to discuss and authorize City business related travel for Mayor Bauters, Vice Mayor Welch, and Council Members Mourra and Priforce consistent with the City Council's adopted Travel Reimbursement Policy.

### BACKGROUND

The 2023 U.S. Conference of Mayors meetings are scheduled for January 18-20, 2023, in Washington, DC and June, 2023 in Columbus, Ohio. Mayor Bauters was appointed Mayor of Emeryville at the December 12, 2022, Council meeting.

The League of California Cities hosts a New Mayors and Council Members Academy (Academy) designed for newly elected officials and as a refresher course for veteran Council Members. In 2023, the Academy is January 18-20 in Sacramento. Council Members David Mourra and Kalimah Priforce were elected to the Emeryville City Council and took their oaths of office on December 12, 2022. Additionally, Council Member Courtney Welch was appointed Vice Mayor at the December 12, 2022, Council meeting. Vice Mayor Welch was only able to attend the virtual session of the conference when she was elected to office in 2021.

### DISCUSSION

In order to provide time to register and make travel arrangements for the Mayor and Council Members, this item needs to be considered prior to the first Council meeting in January.

The City Council's adopted Travel Reimbursement Policy is included as Attachment A. The policy provides for reimbursement of travel expenses related to City business in an amount "limited to the most economical method and the most usually traveled route."

### FISCAL IMPACT

The fiscal impact of this item will depend on the costs of travel for the Mayor and each Council Member. The City's adopted Budget includes funding for conference attendance and travel for members of the Council.

## **STAFF COMMUNICATION WITH THE PUBLIC**

There was no communication with the public.

## **CONFLICT OF INTEREST**

Not applicable.

## **CONCLUSION**

Staff requests the City Council discuss and provide direction with regard to the travel requests for the Mayor, Vice Mayor, and Council Members.

**PREPARED BY:** April Richardson, City Clerk

## **APPROVED AND FORWARDED TO THE CITY COUNCIL OF THE CITY OF EMERYVILLE:**



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Adam Politzer, Interim City Manager

## **ATTACHMENTS**

- Attachment A – Council Policy #3: Reimbursement for Approved Travel and Other Expenses For City Council Members, Commissioners and Committee Members