



# *Camarillo City Council*

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## **AGENDA REPORT**

Date: June 12, 2024

To: Honorable Mayor and City Councilmembers

From: Greg Ramirez, City Manager

Submitted by: Carmen Nichols, Assistant City Manager

Subject: City Council Norms

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### **BACKGROUND**

The City Council Norms (Council Norms) outline the behavior and protocol set by the City Council to clarify successful procedures or best practices for the conduct of civic affairs. One of the principal purposes of the Norms is to establish or uphold procedures and behavior that win the trust of the public by promoting efficient, productive and civil interaction between Councilmembers. Except for those Norms that are based on law, these Norms are aspirational, voluntary, and non-binding.

Through a series of meetings, the Policy Committee reviewed proposed draft revisions to the City Council Policy 1.03 (Reimbursement of Travel and Expenses for Elected and Appointed Officials), which outlines the reimbursement of expenses incurred by elected and appointed officials in the performance of City business. The committee approved the final draft on April 3, 2024, which was subsequently adopted by the City Council on April 24, 2024.

At the April 3, 2024, Policy Committee meeting, the committee requested that additional changes be made to the Council Norms to further emphasize the importance that members of the City Council adhere to the travel reimbursement policy. On May 22, 2024, the committee reviewed changes made by staff to the City Council Norms and recommended that they be forwarded to the City Council for approval.

### **DISCUSSION**

Currently, the Council Norms do not include a section addressing travel practices. Therefore, staff added proposed language to Section I(13) General which specifically states that Councilmembers must adhere to all applicable policies and regulations while traveling.

Staff is bringing the changes to the City Council for review and adoption. These amendments will assist in implementing the appropriate safeguards in the City Council Norms.

### **FISCAL IMPACT**

There is no budget impact as a result of this action.

### **RECOMMENDATION**

Approve the amendments made to the Council Norms addressing reimbursements of travel expenses for elected officials.

### **ATTACHMENTS**

1. City Council Norms (Draft)
2. April 24, 2024, Camarillo City Council Agenda Report - Policy 1.03  
Reimbursement of Travel and Expenses for Elected and Appointed Officials

### **REFERENCE MATERIALS – AVAILABLE FOR REVIEW AT CITY HALL**

None