



Staff Report

File #: 22-0895

REQUEST FOR CITY COUNCIL ACTION

DATE: 11/16/2022

TO: Honorable Mayor and City Council Members

FROM: Council Member Jacque Casillas

SUBJECT:

Advance Travel Request for Council Member Jacque Casillas to attend 2022 League of California Cities Leaders Workshop.

EXECUTIVE SUMMARY:

This staff report asks the City Council to consider approving the advance travel request for Council Member Jacque Casillas, the designated voting delegate for the City, to attend the 2022 League of California Cities Leaders Workshop.

RECOMMENDED ACTION:

That the City Council approve the advance travel request for Council Member Jacque Casillas to attend the 2022 League of California Cities Leaders Workshop. The estimated total cost for the requested trip is \$679.75, which includes, meals, parking, and mileage reimbursement.

BACKGROUND & HISTORY:

Administration Policy No. 01200.001 (Travel and Other Expenses Reimbursement Policy) requires all City Officials to obtain advanced approval from the City Council for trips involving overnight stays or travel by air.

The League of California Cities hosts an annual Leaders Workshop, which is attended by leaders from multiple cities throughout the State. Each year, the Cal Cities Board of Directors and leadership from the divisions, departments, policy committees, and diversity caucuses come together for the League Leaders Workshop to shape Cal Cities legislative priorities for the upcoming year.

This gathering provides an opportunity for city leaders to review their progress on this year's strategic advocacy priorities, discuss challenges and opportunities for cities, and inform recommendations for 2023 advocacy priorities to be considered by the Cal Cities Board during its

December meeting.

ANALYSIS:

The League of California Cities Leaders Workshop will be held November 30, 2022, through December 2, 2022. The conference location alternates between northern and southern California, with the conference taking place in Monterey this year. In 2021, Council Member Jacque Casillas was appointed as Vice Chair of the League of California Cities Community Services Policy Committee.

FINANCIAL IMPACT:

City Council Members' travel and other expense reimbursements are funded by the City Council's operating budget in the General Fund. Funding for the amount claimed on this report is included in the approved Fiscal Year 2023 Budget.

ENVIRONMENTAL ANALYSIS:

This action is exempt pursuant to Section 15061(b)(3) of the Guidelines for the California Environmental Quality Act (CEQA), which states that a project is exempt from CEQA if the activity is covered by the commonsense exemption that CEQA applies only to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. This action is for an advance travel request. Therefore, no environmental analysis is required.

PREPARED BY: ANGELA NIETO, EXECUTIVE ASSISTANT

REVIEWED BY: JACOB ELLIS, CITY MANAGER

Attachments:

1. Exhibit 1 - City Official Travel & Expense Reimbursement Form
2. Exhibit 2 - 2022 League of California Cities Leaders Workshop Schedule