



Agenda Report

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File #: 19-0149

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**AGENDA REPORT  
REQUEST FOR CITY COUNCIL ACTION**

DATE: 2/20/2019

TO: Honorable Mayor and City Council Members

FROM: Council Member Yolanda Carrillo

**SUBJECT:**

City Council consideration to approve the advanced travel request for event registration fee, meals and lodging for Council Member Yolanda Carrillo to attend the California Cannabis Control Summit from April 10-11, 2019, in Sacramento, California.

**RECOMMENDED ACTION:**

That the City Council approve, pursuant to Administrative Policy 01200.001, the advanced travel request for event registration fee, meals and lodging, which totals an estimated \$1,059.00 for Council Member Yolanda Carrillo to attend the California Cannabis Control Summit from April 10-11, 2019, in Sacramento, California.

**ANALYSIS:**

Administrative 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. Council Member Carrillo is requesting advanced approval to attend the California Cannabis Control Summit from April 10-11, 2019, in Sacramento, California. The summit will concentrate on cannabis-related policy and regulation, public health and safety, enforcement, building and fire code. The summit offers California specific content on the impacts of cannabis legalization in the public sector.

**COMMITTEE ACTION:**

Not applicable.

**STRATEGIC PLAN:**

This item supports the City's Strategic Plan Goal 6: Improve Communication with Our Community; Objective A: Commit to transparency in all City Actions. The recommended action will help achieve

these goals by presenting the advanced travel request with detailed information.

**FISCAL IMPACT:**

City Official's travel and other expenses 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 2018-19 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 general rule that CEQA applies only to projects that have the potential for causing a significant effect on the environment, the activity is not subject to CEQA. This action is for an advanced travel request and there is no possibility that approving the recommended action will have a significant effect on the environment.

**PREPARED BY:** NAOMI RAMIREZ, MANAGEMENT SERVICES ASSISTANT

**SUBMITTED BY:** YOLANDA CARRILLO, COUNCIL MEMBER

**Attachments:**

1. City Official Advanced Travel Request
2. California Cannabis Control Summit - Draft Agenda