



Legislation Text

---

File #: 24-0504, Version: 1

---

**REQUEST FOR CITY COUNCIL ACTION**

DATE: 07/03/2024

TO: Honorable Mayor and City Council Members

FROM: Council Member Jacque Casillas

**SUBJECT:**

TRAVEL REQUEST FOR COUNCIL MEMBER JACQUE CASILLAS TO ATTEND THE LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE AND EXPO

**EXECUTIVE SUMMARY:**

This staff report asks the City Council to consider approving the advance travel request for Council Member Jacque Casillas to attend the 2024 League of California Cities Annual Conference and Expo.

**RECOMMENDED ACTION:**

**That the City Council** approve the advance request for Council Member Jacque Casillas to attend 2024 League of California Cities Annual Conference and Expo. The estimated total cost for the requested trip is \$989.27, which includes registration, meals, and transportation.

**BACKGROUND & HISTORY:**

The League of California Cities Annual Conference and Expo. Expo will feature speakers and timely presentations on key topics for local leaders, plus numerous opportunities for peer-to-peer sharing with other California city officials. The Expo will be brimming with opportunities to engage with organizations providing city services. Importantly, Cal Cities convenes a member-driven General Assembly and Resolutions process yearly at the conference. This is a unique opportunity to engage all members on significant policy issues to protect local control.

Administrative Policy No. 01200.001 (Travel and Other Expense Reimbursement Policy) requires all City Officials to obtain approval from the City Council for event registration and other related fees.

**ANALYSIS:**

The 2024 League of California Cities Annual Conference and Expo will be held from October 16<sup>th</sup> to 18<sup>th</sup>, 2024, in Long Beach, California. Council Member Casillas has requested to attend the three-day event and represent the City.

**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 this request is included in the approved Fiscal Year 2025 Budget.

**ENVIRONMENTAL ANALYSIS:**

This action is exempt pursuant to section 15061(b)(3) for the Guidelines for the California Environmental Quality Act (CEQA), which states that a project is exempt from CEQA if 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 Advance Travel Request