



Legislation Text

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File #: 18-2031, Version: 1

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**AGENDA REPORT  
REQUEST FOR CITY COUNCIL ACTION**

DATE: 8/15/2018

TO: Honorable Mayor and City Council Members

FROM: Management Services Department

**SUBJECT:**

City Council consideration to approve the advanced travel request for event registration fee, meals and lodging for Council Member Dick Haley to attend the League of California Cities Annual Conference & Expo from September 12-14, 2018, in Long Beach, 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 \$1,119 for Council Member Dick Haley to attend the League of California Cities Annual Conference & Expo from September 12-14, 2018, in Long Beach, 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 and travel by air. Council Member Haley is requesting advanced approval to attend the League of California Cities Annual Conference & Expo from September 12-14, 2018, in Long Beach, California. The conference will include the Annual Business Meeting where the membership takes action on conference resolutions as well as enhance the governance skills through educational experiences, networking opportunities and innovative tools.

**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:** KRISTIAN DUARTE, OFFICE ASSISTANT

**SUBMITTED BY:** DICK HALEY, COUNCIL MEMBER

Attachments:

City Official Advanced Travel Request (Council Member Dick Haley executed on August 8, 2018).  
Draft Agenda: League of California Cities Annual Conference & Expo