



STAFF REPORT

DATE: 11/20/2024
TO: Honorable Mayor and City Council Members
FROM: City Manager's Office

2024-159

REQUEST FOR CITY COUNCIL ACTION

SUBJECT:

TRAVEL REQUEST FOR COUNCIL MEMBER JACQUE CASILLAS TO ATTEND THE LEAGUE OF CAL CITIES LEAGUE LEADERS WORKSHOP AND BOARD OF DIRECTORS MEETING

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 Cal Cities 2024 League of Leaders Workshop and Board of Directors Meeting.

RECOMMENDED ACTION:

That the City Council approve the advance request for Council Member Jacque Casillas to attend the 2024 League of Cal Cities League Leaders Workshop and Board of Directors meeting. The League of Cal Cities is covering the cost of the hotel and meals. The estimated total cost for the trip is \$590.94, which is the cost of transportation.

BACKGROUND & HISTORY:

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 advocacy priorities and strategies for the upcoming year. This gathering provides an opportunity for city leaders to review the progress on this year's advocacy priorities, discuss challenges and opportunities for

cities, and inform recommendations for 2025 advocacy priorities to be considered by the Cal Cities Board during its December meeting.

ANALYSIS:

The 2024 League of Cal Cities League Leaders Workshop and Board of Directors meeting will be held from December 4th to 6th, 2024, in Napa, California. Council Member Casillas, who is the president for the League of Cal Cities Riverside County Division, 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