



STAFF REPORT

DATE: 08/06/2025
TO: Honorable Mayor and City Council Members
FROM: City Manager's Office

2025-316

REQUEST FOR CITY COUNCIL ACTION

SUBJECT:

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

EXECUTIVE SUMMARY:

This staff report asks the City Council to approve Vice Mayor Jacque Casillas' advance travel request to attend the League of California Cities 2025 Annual Conference and Expo.

RECOMMENDED ACTION:

That the City Council approve the advance request for Vice Mayor Jacque Casillas to attend the League of California Cities (Cal Cities) 2025 Annual Conference and Expo. The estimated total cost of the trip is \$1,681.51, which includes registration, meals, hotel and transportation.

BACKGROUND & HISTORY:

The League of California Cities Annual Conference and Expo is an annual conference of California municipal leaders and officials. The conference includes general sessions, interactive workshops, and networking events designed for government leaders. Attendees will hear from expert speakers and engage in timely presentations on critical issues facing local communities, along with numerous opportunities for peer-to-peer exchange with fellow city officials from across California.

Additionally, 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. 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 League of California Cities 2025 Annual Conference and Expo will take place October 8th – 10th, 2025, in Long Beach, CA. This annual event provides city officials with opportunities for professional development, legislative updates, and networking with peers from across the state. Vice Mayor Casillas, who currently serves as the Riverside County Division President, has requested approval 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 within General Fund 110. Funding for this request is available in the approved Fiscal Year 2026 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 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 seeks Council approval for Council Member Casillas's travel request. There is no possibility that approving the recommended action will have a significant effect on the environment. 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