



## Report to City Council

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**TO:** Mayor and City Council

**FROM:** Patty Rodriguez, Acting Manager of the Office of the Mayor and City Council/City Clerk

**AGENDA DATE:** September 17, 2024

**TITLE:** COUNCIL TRAINING & TRAVEL EXPENDITURE REPORTS FOR FISCAL YEAR 2024-2025 (REPORT OF: CITY CLERK)

**TITLE SUMMARY:** Council Training & Travel Expenditure Reports – July 2024

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### **Recommendation(s)**

That the City Council:

1. Receive and file the Fiscal Year 2024/2025 City Council Training & Travel Expenditure Report for the month of July 2024.

### **SUMMARY**

This staff report is prepared at the request of the City Council to provide transparency with respect to the expenditure of City funds used for City Council Training and Travel. Each Council District receives an annual budget allocation of \$4,000 and the Mayor receives an annual budget allocation of \$12,000.

On September 5, 2023, the City Council approved the revision of policy #3.06; to incorporate additional transparency requirements for the reporting of the travel and training forms.

The training and travel forms provide unaudited information and are reconciled to the City's general ledger. Following the end of the Fiscal Year, the financial information shall be reviewed as part of the City's independent financial audit.

No City Council training or travel expenditure activity to report for July 2024.

## **FISCAL IMPACT**

No Fiscal Impact as all funds are budgeted within the Fiscal Year 2024/2025 annual budget.

## **PREPARATION OF STAFF REPORT**

Prepared By:  
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Executive Assistant to the Mayor and Council Office

Department Head Approval:  
M. Patricia Rodriguez  
Acting Manager of the Office of the Mayor and City  
Council/City Clerk

## **CITY COUNCIL GOALS**

None

## **CITY COUNCIL STRATEGIC PRIORITIES**

- 1. Economic Development**
- 2. Public Safety**
- 3. Library**
- 4. Infrastructure**
- 5. Beautification, Community Engagement, and Quality of Life**
- 6. Youth Programs**

## Report Approval Details

Document Title:	STAFFREPORT_COUNCILTRAVELEXPENDITUREREPORTJULY2024.docx
Attachments:	
Final Approval Date:	Sep 10, 2024

This report and all of its attachments were approved and signed as outlined below:

Patty Rodriguez

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