



Report to City Council

TO: Mayor and City Council

FROM: Patty Rodriguez, CMC, Manager of the Office of Mayor & City Council/City Clerk

AGENDA DATE: February 18, 2025

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

TITLE SUMMARY: Council Training & Travel Expenditure Reports – December 2024

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 December 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.
No City Council training or travel expenditure activity to report for August 2024.
No City Council training or travel expenditure activity to report for September 2024.

Travel Activity for October 2024: Mayor Cabrera, Mayor Pro Tem Barnard, Councilmember Baca-Santa Cruz, Councilmember Delgado.

Travel Activity for November 2024: Mayor Cabrera

Travel Activity for December 2024: Mayor Cabrera attended the League of Cal Cities Board of Directors Meeting, with \$1,539.82 of expenses covered by the hosting agency, and \$230.00 provided by the City as per diem.

FISCAL IMPACT

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

PREPARATION OF STAFF REPORT

Prepared By:
Jasmin Rivera
Executive Assistant to the Mayor and Council Office

Department Head Approval:
Patty Rodriguez, CMC
Manager of the Office of the Mayor & 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_CC_COUNCILTRAVELEXPENDITUREREPORT_FEB 18.2025.docx
Attachments:	- U.C - LoCC BoD Meeting - Napa Dec. 2024.pdf
Final Approval Date:	Feb 12, 2025

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

Natalia Lopez

Launa Jimenez

Brian Mohan

Patty Rodriguez