



Travel Authorization & Expense Reporting Form

Instructions: **Prior to any** travel, complete **Part I** of this form to have travel and anticipated expenses approved. Submit a copy of this approved form with each payment expense submitted. **Upon returning** from travel, complete **Part II** of this form to confirm total expenses including any approved adjustments. Submit form to Accounts Payable within **15 days** of the travel end date. **Always use the most up-to-date Travel Form located on the City's Intranet**

| | | | |
|--------------------------------------|-----------------|---|--|
| Part I - Travel Authorization | | <u>Employee Signature</u> <i>Elena Baca</i> | <u>Immediate Supervisor Signature</u> X |
| Name: Elena Baca - Santa Cruz | | Purpose of Trip: League of Cal Cities 2025 - Mayor & Council Academy | |
| Job Title: Councilmember | | Destination: 12021 Harbor Blvd, Garden Grove, CA 92840 | Out of State? <input type="checkbox"/> |
| Division: City Council | | Enter below the departing date and time then the return date and time. Per diem travel days will automatically be calculated. | |
| GL Org Set(s) 1010-10-01-10011 | % Split 100% | Split Total Equals 100% | Departure Date & Time: 1/28/25 3:00 PM Return Date & Time: 1/31/25 12:30 PM Example: 1/2/18 7:30 AM Example: 1/2/18 5:30 PM |

| Expense Type | Account # | Description of Expenses | Amount | CAL-Card? <input checked="" type="checkbox"/> If Yes |
|--|-----------|-------------------------------------|-----------------|---|
| Registration: | (620510) | Cal Cities Registration Fee | \$675.00 | <input checked="" type="checkbox"/> |
| Lodging : | (620510) | Delta Hotels - Anaheim Garden Grove | \$623.21 | <input checked="" type="checkbox"/> |
| Mileage: | (620510) | Miles: X Rate: \$0.67 | | <input type="checkbox"/> |
| Airfare: | (620510) | | | <input type="checkbox"/> |
| *Per Diem: | (620510) | Garden Grove, CA | \$86 | <input type="checkbox"/> Check box to decline Per Diem, whereby actual receipts must be submitted |
| Total Travel Days (Enter # of Days) >>> | | | 4 | |
| *To receive per diem, travel must include an overnight stay. Per diem on first and last day are to be calculated at 75% of daily per diem rate. | | | Total Per Diem: | \$268.75 |
| Misc. Other: | (620510) | | | <input type="checkbox"/> |
| Business Meals: | (620510) | | | <input type="checkbox"/> |

| | | | |
|---------------------------|------------|-------------------------------------|------------|
| Division Manager Approval | Date | Total Anticipated Expenses: | \$1,566.96 |
| X | X | City Manager Approval (as required) | Date |
| Department Head Approval | Date | | |
| X | X 12/30/24 | X | X |

Part II - Expense Reporting (Please check the appropriate box below and provide details)

No adjustments are necessary. Anticipated expenses match actual expenses incurred.

Advance **payments exceeded** the actual expenses incurred. Attached is my receipt as evidence of reimbursement to the City. (Explain below, use negative numbers)

Actual **expenses exceeded** the anticipated original request. Additional funds are required as listed below.

| Expense Details | Expenditure Code | Amount | CAL-Card? |
|--|---|-------------------------------------|--------------------------|
| | | | <input type="checkbox"/> |
| | | | <input type="checkbox"/> |
| Post-Trip I certify that this document is a true and accurate record of travel expenses for official City business. | Employee Signature: X <i>Elena Baca - Santa Cruz</i> Date: _____ Ext. _____ GL Org Set: 1010-10-01-10011 Split Totals: _____ | \$1,566.96 | |
| Division Manager Approval | Date | Final Total Expenses: | \$1,566.96 |
| X | X | City Manager Approval (as required) | Date |
| Department Head Approval | Date | | |
| X | X 3/6/25 | X | X |



Per Diem Worksheet

| | |
|----------------------------|--|
| Travel Destination: | Garden Grove, CA (City, State) |
| Total Travel Days: | 4 (# of Days) |
| Per Diem Rate: | \$86.00 (Daily M&IE Rate) |

Breakdown

| <u>Travel Days</u> | <u>Rate</u> |
|---|-----------------|
| First Day <input checked="" type="checkbox"/> Check if you began travel after 12:00PM (Noon) | \$32.25 |
| Travel Days | \$172.00 |
| Last Day <input type="checkbox"/> Check if you ended travel before 12:00PM (Noon) | \$64.50 |
| Total Per Diem | \$268.75 |



Schedule subject to change.

Speaker names will be added as they are confirmed.

Wednesday, Jan. 29

8:00 a.m.-5:30 p.m.

Registration Open

9:00-11:00 a.m.

Harassment Prevention Training for Supervisors and Officials (AB 1661)

Sign-in will begin 30 minutes prior to the session and you must be present for the full two hours to receive the certification of attendance. Entry will be prohibited once the session begins.

This informational and interactive workplace harassment prevention training will focus on current and emerging issues and teach officials and supervisors how to identify, prevent, and properly respond to workplace harassment, discrimination, retaliation, and abusive conduct in order to avoid personal and agency liability in compliance with AB 1825, AB 2053, AB 1661 and SB 396.

The Institute for Local Government is a State Bar of California minimum continuing legal education (MCLE) approved provider and certifies this activity meets the standards for MCLE credit by the State Bar of California in the total amount of 2 hours (general credits). Provider #13881

Speaker: Katherine Read, Associate, Richards, Watson, Gershon

11:30 a.m.-12:30 p.m.

Your Cal Cities and How To Use It

As a city official, you are the League of California Cities. Meet the Cal Cities leadership team and learn about the organization's mission and structure, the advocacy and educational tools Cal Cities provides, and how you can get the most out of your membership.

Opening Remarks: Debbie Baker, President, Mayors and Council Members Department and Council Member, La Palma

Moderator: Jennifer Whiting, Deputy Executive Director, League of California Cities

Speakers: Carolyn Coleman, Executive Director and CEO, League of California Cities

Lynne B. Kennedy, President, League of California Cities and Mayor Pro Tem,
Rancho Cucamonga

12:30-1:45 p.m.

Networking Luncheon

2:00-3:30 p.m.

Social Media / Digital Communications and Civic Engagement

With constant advancements in social media over the last several years, it can be hard to keep up with the “do’s and don’ts” of every platform. Moreover, as misinformation increases, elected officials need to be quick on their feet and have the necessary skills to proactively manage public perceptions about local governmental affairs. Discover what cities should be doing to communicate with their constituents in the 21st century, and the rules that elected officials must follow.

Moderator: Debbie Baker, President, Mayors and Council Members Department and Council Member, La Palma

Speakers: Gena Burns, Partner, Burke, Williams & Sorensen, LLP
Brandon A. Castillo, Partner, Bicker, Castillo, Fairbanks & Spitz

3:30-4:00 p.m.

Dessert Break

4:00-5:30 p.m.

Your Legal Powers and Obligations; Open Government and Conflicts of Interest

You were elected to make things happen in your city. Learn the breadth and limitations of your powers as a city official. Then, acquire a basic understanding of the legal authorities and restrictions under which cities and city officials operate, with a focus on open government laws, such as the Brown Act and the Public Records Act, and laws pertaining to conflicts of interest.

Moderator: Kuldip Thusu, First Vice President, Mayors and Council Department and Council Member, City of Dinuba

5:30-6:30 p.m.

Networking Reception

Planned with the Cal Cities Partners

Take this opportunity to network with your peers from throughout the state after a full day of educational sessions.

Thursday, Jan. 30

7:30 a.m.-4:00 p.m.

Registration Open

7:30-9:00 a.m.

Networking Breakfast

9:00-10:15 a.m.

Policy Role in Land Use Planning

Land use planning is one of the most important parts of a city official's responsibilities due to the long-term impacts it can have on a community's environment, economic vitality, and the physical health of its residents. Learn about tools and processes in land use planning, such as the general plan, zoning, and the California Environmental Quality Act, as well as the role of regional agencies and the state. This knowledge will help you foster a solid working relationship with your city's planning commission and planning staff.

Moderator: Jorgel Chavez, Second Vice President, Mayors and Council Members Department and Council Member, City of Bell Gardens

Speakers: Eric A. Nelson, Vice Chair - Planning Commission, City of Dana Point
Mark Teague, Managing Principal, PlaceWorks

10:30 a.m.-12:00 p.m.

Effective Advocacy and Key City Issues

Meet the League of California Cities' legislative team and learn about the 2024 Cal Cities Action Agenda, legislative calendar, and trending issues in the Legislature. The Cal Cities team will also share ideas for establishing practical skills to develop persuasive arguments and testimony that will serve your city's interests.

Moderator: Jason Rhine, Director of Legislative Affairs, League of California Cities

Speakers:

Kristine Guerrero, Director of Public Affairs, League of California Cities
Caroline Cirrincione, Legislative Representative, League of California Cities
Damon Conklin, Legislative Representative, League of California Cities
Brady Guertin, Legislative Representative, League of California Cities
Johnnie Piña, Legislative Representative, League of California Cities
Melissa Sparks-Kranz, Legislative Representative, League of California Cities
Ben Triffo, Legislative Representative, League of California Cities
Jolena Voorhis, Legislative Representative, League of California Cities

12:00-1:15 p.m.

Networking Lunch

1:30-3:00 p.m.

Developing an Effective City Council and City Manager Team: The Key to Good Governance and City Success

Successful communities require highly effective governance and management, key to which is a positive city council/city manager working relationship guided by good, open communication. This session will help you to better appreciate the roles that the city council governing body, individual council members, and the city manager fulfill in a successful working relationship based on effective communication and sound governance practices.

Moderator: Patricia E. Martel, West Coast Regional Director, ICMA

Speakers: Karen Pinkos, City Manager, El Cerrito

Gabriel Quinto, First Vice President, League of California Cities and Mayor Pro Tem, El Cerrito

3:00-3:30 p.m.

Dessert Break

3:30-5:00 p.m.

Financial Responsibilities, City Revenues Workshop (Part 1)

Learn about your responsibilities as an elected official when exercising fiduciary accountability and transparency in open government. In this enlightening conversation, discuss the local government financial cycle, elected official financial oversight duties, and state and local funding relationships, and the four stages of fiscal meltdown. Plus, learn how to be a better leader by discovering how to avoid micromanagement and manage complacency. The importance of structurally balanced budget tips for setting city council goals and the need for financial policies will be stressed during this session.

Speakers: Michael Coleman, CalCities Fiscal Policy Advisor, CaliforniaCityFinance.com

Christina Turner, City Manager, Morgan Hill

Friday, Jan. 31

7:15-11:00 a.m.

Registration Open

7:15-8:15 a.m.

Networking Breakfast

8:15-9:45 a.m.

Financial Responsibilities, City Revenues Workshop (Part 2)

Learn about your responsibilities as an elected official when exercising fiduciary accountability and transparency in open government. In this enlightening conversation, discuss the local government financial cycle, elected official financial oversight duties, and state and local funding relationships, and the four

stages of fiscal meltdown. Plus, learn how to be a better leader by discovering how to avoid micromanagement and manage complacency. The importance of structurally balanced budget tips for setting city council goals and the need for financial policies will be stressed during this session.

Closing Remarks: Kuldip Thusu, First Vice President, Mayors and Council Department and Council Member, City of Dinuba

Speakers: Michael Coleman, Cal Cities Fiscal Policy Advisor, CaliforniaCityFinance.com
Christina Turner, City Manager, Morgan Hill

10:15 a.m.-12:15 p.m.

Understanding Public Service Ethics Laws and Principles (AB 1234)

Sign-in will begin 30 minutes prior to the session and you must be present for the full two hours to receive the certification of attendance. Entry will be prohibited once the session begins.

State law requires elected and appointed officials to receive two hours of training in specified ethics laws and principles every two years. Newly elected and appointed officials must receive this training within one year of becoming a public servant. Join a panel of experts as they help navigate the ethics laws and principles.

The Institute for Local Government is a State Bar of California minimum continuing legal education (MCLE) approved provider and certifies this activity meets the standards for MCLE credit by the State Bar of California in the total amount of 2 hours (general credits). Provider #13881

Patrick Killion

From: no-reply <no-reply@calcities.org>
Sent: Tuesday, December 3, 2024 4:27 PM
To: Patrick Killion
Cc: Elena Baca-Santa Cruz
Subject: Cal Cities Event Registration Confirmation

Warning: External Email – Watch for Email Red Flags!



Thank you for registering for the 2025 SoCal Mayors and Council Members Academy, taking place January 29-31 at the Delta Hotel Garden Grove, located at 12021 Harbor Blvd, Garden Grove, CA 92840.

Discount hotels rooms at the Delta Hotel start at \$169/night plus taxes and fees. Discounted hotel rooms are available until Monday, January 6, or until rooms sell out, whichever comes first.

HOTEL RESERVATION PAGE

REFUND POLICY: Advance registrants unable to attend will receive a refund of rate paid, minus a \$75 processing charge, only when a written request is submitted to [Megan Dunn](#) and received on or before Wednesday, January 22. Refunds will not be available after this date. If you are unable to attend, you may substitute a colleague for your entire registration.

To request an accommodation or for inquiries about accessibility, please contact [Megan Dunn](#). Every effort will be made to honor submitted requests.

Name: Elena Baca-Santa Cruz
Company: Moreno Valley
Title: Council Member
Email: elenab@moval.org
Registration: Member City Officials and City Staff
Session(s):
Price: \$675.00
Discount: \$0.00
Amount Paid: \$675.00

Delta Hotels Anaheim Garden Grove

Patrick Killion

From: Delta Hotels and Resorts Reservations <reservations@res-marriott.com>
Sent: Tuesday, December 3, 2024 4:37 PM
To: Patrick Killion
Subject: Reservation Confirmation #88611137 for Delta Hotels Anaheim Garden Grove

You don't often get email from reservations@res-marriott.com. [Learn why this is important](#)

Warning: External Email – Watch for Email Red Flags!

[ENHANCE YOUR STAY](#) | [SUMMARY OF CHARGES](#) | [CONTACT US](#)

 **Delta Hotels Anaheim Garden Grove**
12021 Harbor Boulevard Garden Grove, California 92840 USA | +1-714-867-5555

Thank you for booking with us, Elena Baca - Santa Cruz.

Prepare for a simply perfect stay.

Tue, Jan 28, 2025 – Fri, Jan 31, 2025

Confirmation Number: 88611137



Check-In: Tuesday, January 28, 2025

04:00 PM

Check-Out: Friday, January 31, 2025

12:00 PM

| | |
|------------------|-----------------------------|
| Number of rooms | 1 Room |
| Guests per room | 1 Adult |
| Guarantee Method | Credit Card Guarantee, Visa |

Total for Stay (all rooms) **594.19 USD**

Room 1

Room Type > Guest room, 2 Queen

Guaranteed Requests:

None

ALL REQUESTS >

Modify or Cancel Reservation

Important Information About Your Stay

⚠ In order to prepare for your upcoming stay, we invite you to **learn more** about what to expect when you arrive and the experiences that await you.



Elena Baca-Santacruz
 14177 Frederick St
 Moreno Valley CA 92553
 United States

Room Number: 522
 Arrival Date: 01-28-25
 Departure Date: 01-31-25
 CRS Number: 88611137
 Rewards No:
 Page No: 1 of 1

INFORMATION INVOICE

Folio No:

01-31-25

| Date | Description | Charges | Credits |
|----------|-------------------------|------------------|--------------|
| 01-28-25 | Room Charge | 169.00 | |
| 01-28-25 | Transient Occupancy Tax | 24.51 | |
| 01-28-25 | Tourism Assessment Tax | 0.33 | |
| 01-28-25 | GGTID Assessment Tax | 4.23 | |
| 01-29-25 | Room Charge | 169.00 | |
| 01-29-25 | Transient Occupancy Tax | 24.51 | |
| 01-29-25 | Tourism Assessment Tax | 0.33 | |
| 01-29-25 | GGTID Assessment Tax | 4.23 | |
| 01-30-25 | Room Charge | 169.00 | |
| 01-30-25 | Transient Occupancy Tax | 24.51 | |
| 01-30-25 | Tourism Assessment Tax | 0.33 | |
| 01-30-25 | GGTID Assessment Tax | 4.23 | |
| 01-30-25 | Self Parking | 29.00 | |
| 01-31-25 | Visa | XXXXXXXXXXXX1014 | XX/XX 623.21 |
| Total | | 623.21 | 623.21 |
| Balance | | 0.00 | |