



Report to City Council

TO: Mayor and City Council

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

AGENDA DATE: November 18, 2025

TITLE: COUNCIL TRAINING & TRAVEL EXPENDITURE REPORTS FOR FISCAL YEAR 2025-2026 (REPORT OF: CITY CLERK) (DISTRICT: ALL DISTRICTS)

TITLE SUMMARY: Council Training & Travel Expenditure Reports – September 2025

DISTRICT: All Districts

Recommendation(s)

That the City Council:

1. Receive and file Fiscal Year 2025/2026 City Council Training & Travel Expenditure Report for the month of September 2025.

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.

July 2025: Travel Activity – Mayor Pro Tem Baca-Santa Cruz

August 2025: No City Council training or travel expenditure activity to report

September 2025: No City Council training or travel expenditure activity to report

FISCAL IMPACT

No Fiscal Impact as all funds are budgeted within the Fiscal Year 2025/2026 annual budget.

PREPARATION OF STAFF REPORT

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

Department Head Approval:
Patty Rodriguez
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_NOV18.2025.docx
Attachments:	
Final Approval Date:	Nov 13, 2025

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

Natalia Lopez

No Signature - Task assigned to Dena Heald was completed by workflow administrator Patty Rodriguez

Dena Heald

Launa Jimenez

Brian Mohan

Patty Rodriguez