



AGENDA REPORT SUMMARY

Meeting Date: January 23, 2024

Subject: Los Altos Legislative Body Travel Request

Prepared by: Anthony Carnesecca, Assistant to the City Manager

Reviewed by: Jon Maginot, Assistant City Manager

Approved by: Gabriel Engeland, City Manager

Attachment(s):

1. Completed Legislative Body Travel Pre-Authorization Form
2. City of Los Altos Policy – Training and Travel Expense Policy for Members of Legislative Body

Initiated by:

City Council

Previous Council Consideration:

None

Fiscal Impact:

This item is not earmarked in the amended FY24 adopted legislative bodies travel and meeting budget (1110-5180), however, the City will cover the \$1,997 estimated cost with City Manager contingency fund upon approval.

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- Does the City Council wish to approve the attached travel request for Councilmember Lee Eng to attend the 2024 Congressional City Conference in Washington, DC from March 11-13, 2024 sponsored by the National League of Cities?

Summary:

- City Council has a policy for the authorization and administration of public funds for travel expenses and reimbursements for official City business, including a meeting, seminar, training, or conference.
- City staff received the completed Legislative Body Travel Pre-Authorization Form for Councilmember Lee Eng to attend the 2024 Congressional City Conference in Washington, DC from March 11-13, 2024 sponsored by the National League of Cities.



Subject: Los Altos Legislative Body Travel Request

Purpose

Review the attached travel request for Councilmember Lee Eng to attend the 2024 Congressional City Conference in Washington, DC from March 11-13, 2024 sponsored by the National League of Cities.

Background

At the August 23, 2023 meeting, City Council approved the Legislative Body Travel Policy which provides guidelines for the authorization and administration of public funds for travel expenses and reimbursements for official City business as they apply to members of legislative bodies, including the Council and Commissions.

This process requires the submission of a completed Legislative Body Travel Pre-Authorization Form for review and approval by the City Council.

Discussion/Analysis

City staff received the attached request from Councilmember Lee Eng to attend the 2024 Congressional City Conference in Washington, DC from March 11-13, 2024 sponsored by the National League of Cities.