



## AGENDA REPORT SUMMARY

**Meeting Date:** February 27, 2024

**Subject:** Los Altos Legislative Body Travel Request

**Prepared by:** Anthony Carnesecca, Assistant to the City Manager

**Approved by:** Gabriel Engeland, City Manager

**Attachment(s):**

1. Completed Legislative Body Travel Pre-Authorization Form and Supporting Documentation
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 \$268.82 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 League of California Cities Community Services Policy Committee Meeting in Burbank, CA on March 21, 2024?

**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 League of California Cities Community Services Policy Committee Meeting in Burbank, CA on March 21, 2024.



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**Purpose**

Review the attached travel request for Councilmember Lee Eng to attend the League of California Cities Community Services Policy Committee Meeting in Burbank, CA on March 21, 2024.

**Background**

In December 2023, Councilmember Lee Eng was appointed to a one-year term on the Community Services Policy Committee by the League of California Cities Peninsula Division President. The Community Services Policy Committee reviews issues related to childcare, parks and recreation, libraries, natural disaster preparation, cultural arts, and community and human services programs.

This meeting on March 21, 2024 is the only in-person meeting scheduled for this committee during Councilmember Lee Eng's appointment.