

## **2.14 Request for Travel Authorization for Mayor Mahan.**

### **Recommendation:**

Authorize travel for Mayor Mahan to Washington, D.C. from January 16 to 19, 2024 to attend the United States Conference of Mayors (USCM) Annual Winter Meeting. Source of Fund: Mayor/Council Travel Budget.

CEQA: Not a Project, File No. PP17-010, City Organizational and Administrative Activities resulting in no changes to the physical environment. (Mayor)  
[Rules Committee referral 1/3/2024 - Item A.1.a]



# Memorandum

**TO:** CITY COUNCIL  
**SUBJECT:** REQUEST TO TRAVEL

**FROM:** Mayor Matt Mahan  
**DATE:** December 19, 2023

Approved: *Matt Mahan*

Date: 12/19/23

**RECOMMENDATION:** Authorize travel for Mayor Mahan to Washington, DC from January 16 – 19, 2024, to attend the United States Conference of Mayors (USCM) Annual Winter Meeting.

**Location:** Washington, D.C.

**Meeting Dates:** January 17-19, 2024

**Source of Funds:** Mayor/Council Travel Budget

**Anticipated Costs:** \$4,100

**Purpose:**

The Conference will hold its 92nd Annual Winter Meeting from January 17-19, 2024 in Washington, D.C., and will be followed by an Annual Meeting each June in a different U.S. city. Additional meetings, including this Leadership Meeting, and events are held as directed by the Conference leadership.

Through these convenings, mayors contribute to the development of national urban policy by serving on one or more of the conference's standing committees. Conference policies, programs, and opportunities for shared advocacy in the advancement of the needs of cities in the U.S. are developed and guided by an Executive Committee and Advisory Board.

Pursuant to Council Policy 9-5, Travel by Elected and Appointed City Officials, this travel falls as an allowable use under the Mayor/Council Travel Budget under F.4.d, Trips to represent the City at the U.S. Conference of Mayors when appointed by the Council or otherwise officially appointed to serve on such boards or committees.



# Memorandum

**TO:** CITY COUNCIL

**FROM:** Toni Taber, CMC  
City Clerk

**SUBJECT: MAYOR/COUNCIL TRAVEL  
BUDGET**

**DATE:** 1/3/2024

Per Council Travel Policy 9-5, “For proposals requesting funding from the Mayor/Council Travel Budget, the City Clerk’s Office will submit a statement with the travel request showing how much uncommitted funds remain in the Mayor/Council Travel Budget and how much year-to-date each trip has cost.”

Description	Balance
Mayor Council Travel Budget (FY 2023-24)	\$10,000.00
Councilmember Cohen travel to League of California Cities Board of Directors Meeting in Newport Beach, CA (July 13-14, 2023)	\$500.00
Councilmember Cohen travel to League of California Cities Annual Conference and Expo in Sacramento, CA (September 20-22, 2023)	\$1,398.97
Councilmember Cohen travel to League of California Cities Board of Directors Meeting in Carlsbad, CA (November 30, 2023 – December 1, 2023)	\$405.52
Mayor Mahan travel to United States Conference of Mayors Annual Winter Meeting in Washington DC (January 16, 2024 – January 19, 2024)	\$4,100.00
<b>Remaining Balance for FY 2023-24</b>	<b>\$ 3,595.51</b>