



## Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Toni J. Taber, MMC  
City Clerk

**SUBJECT:** SEE BELOW

**DATE:** August 6, 2025

---

**SUBJECT: Request for Travel and Excused Absence**

**Recommendation**

As recommended by the Rules and Open Government Committee on August 6, 2025:

(a) Authorize travel for Councilmember Cohen to attend the League of California Cities 2025 Annual Conference and Expo in Long Beach, California on October 8-10, 2025. Source of Fund: Mayor/Council Travel Budget.

(b) Request for excused absences from the regular meetings of the Rules and Open Government Committee and Committee of the Whole on October 8, 2025, the Caltrain Joint Powers Board of Directors on October 9, 2025, and the Treatment Plant Advisory Committee on October 9, 2025.

CEQA: Not a Project, File No. PP17-010, City Organizational and Administrative Activities resulting in no changes to the physical environment. (Cohen)

[Rules Committee referral 8/6/2025 - Item B.8]



## Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Councilmember David Cohen

**SUBJECT:** REQUEST TO TRAVEL  
AND EXCUSED ABSENCE

**DATE:** July 2, 2025

**Recommendation:** Authorize travel for Councilmember Cohen to Long Beach, CA on October 8, 2025, to October 10, 2025 for the League of California Cities Annual Conference and Expo, and excuse my absence from the Regular Meeting of Rules and Open Government Committee Meeting on October 8, 2025, the Caltrain Joint Powers Board of Directors meeting on October 9, 2025 and the Treatment Plant Advisory Committee meeting on October 9, 2025.

**Location:** Long Beach, California

**Meeting Dates:** October 8 – 10, 2025

**Source of Funds:** Mayor and Council Travel Funds

**Anticipated Costs:** \$2,000

**Purpose:** The purpose of this travel for Councilmember Cohen is to attend the League of California Cities 2025 Annual Conference and Expo in his capacity as a member of the Board of Directors.

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 League of California Cities when appointed by the Council or otherwise officially appointed to serve on such boards or committees.