



# *Memorandum*

---

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** TONI J. TABER, CMC  
CITY CLERK

**SUBJECT: MAYOR/COUNCIL TRAVEL  
BUDGET**

**DATE:** October 1, 2018

---

## **SUPPLEMENTAL**

The Council Travel Policy 9-5 adopted by the City Council on September 18, 2018 provides, in relevant part, “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.”

The Mayor/Council Travel Budget fund was \$20,000 for FY 18-19. To date, the expenses have been:

\$1,591.48—US Conference of Mayors (Mayor)

\$1,700—League of CA Cities-estimated (Jimenez)

Leaving an estimated balance of \$16,708.52.