



## Staff Report

**TO:** City Council  
**FROM:** Nicole Wheelwright, Deputy City Clerk  
**DATE:** March 21, 2023  
**SUBJECT:** Quarterly Status of City Council Travel and Training Reimbursements

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**Description** Review and approval of travel expense reimbursements payable to Council Members for expenses paid out of pocket for City related travel.

**Background and Analysis:**

Included in the Fiscal Year 2022/23 approved budget are line items of \$12,500 for travel and training and \$2,500 for local meetings. Per City Council instruction, City staff is to provide quarterly reports on reimbursed travel expenses to City Council. Attachment A reflects the reimbursements processed during September 2022 through February 28, 2023. The previous two quarters have been combined to reduce staff time and cost of preparing this report.

**Fiscal Impact:**

The cost of staff time to prepare this report is estimated to be \$75.

**Recommended Action:**

Receive and file.

**Attachments:**

- A. Travel, Training and Meeting Reimbursement Report