



CITY OF BANNING STAFF REPORT

TO: CITY COUNCIL

FROM: Robert Fisher, Acting City Manager

PREPARED BY: Barbara Mason, Chief Procurement Officer
Barbara Mason, Chief Procurement Officer

MEETING DATE: June 24, 2025

SUBJECT: Review and Discussion of Travel Authorization for Leroy Miller and Travel Authorization for Colleen Wallace to League of California Cities Annual Conference in Long Beach, CA.

RECOMMENDATION:

Direct Staff to process the Travel Authorization for Leroy Miller and Travel Authorization for Colleen Wallace to League of California Cities Annual Conference in Long Beach, CA in the amount of \$1,692.32 each.

BACKGROUND:

The City Council attends many events, conferences, and training sessions while serving the City of Banning. The rules for these events and expenses are enforced by the Reimbursement Policy for Elected and Appointed Officials as well as by Policy E-3 Travel and Meeting Policy. According to the City Travel & Meeting Policy (E-3) approved by Resolution 2020-009 and the Reimbursement Policy for Elected and Appointed Officials approved by Resolution 2023-93, all City travel and conference expenses must be approved by the City Manager prior to the date of travel.

In May, the League of California Cities announced their Annual Conference in Long Beach, CA scheduled in November 2025. Three of the five Councilmembers accepted this event and travel authorizations were prepared by Staff and sent for signatures. Mayor Flynn withdrew her request while the remaining travel authorizations remained in process. At the direction of Mayor Flynn, the two remaining travel authorizations for Councilmember Wallace and Councilmember Miller are to be held until discussion at this Council Meeting.

JUSTIFICATION:

According to the City Travel & Meeting Policy (E-3) approved by Resolution 2020-009 and the Reimbursement Policy for Elected and Appointed Officials approved by Resolution 2023-9, both travel authorizations are qualified as a City travel expense.

FISCAL IMPACT:

This travel is within Council Travel Budget.

ALTERNATIVES:

Direct staff to cancel the pending travel authorization requests and provide direction on current travel

policy.

BUDGETED?:

Yes

CONTRACT/AGREEMENT:

No

ATTACHMENTS:

1. [Reimbursement_Policy_for_Elected_and_Appointed_Officials.pdf](#)
2. [CC_Resolution_No._2020-009.pdf](#)
3. [CC_Resolution_No._2023-093.pdf](#)
4. [E-3-Travel-Meeting-Policy.pdf](#)
5. [L.Miller Travel Authorization.pdf](#)
6. [2024 LOCC Annual Conference Session Materials.docx](#)
7. [League of California Cities agenda 10-08-2025 to 10-10-2025.pdf](#)
8. [Colleen Wallace travel authorazation 06-09-2025 # 1.pdf](#)