



Staff Report

File #: 23-0306

REQUEST FOR CITY COUNCIL ACTION

DATE: 04/05/2023

TO: Honorable Mayor and City Council Members

FROM: Vice Mayor Tom Richins

SUBJECT:

ADVANCE TRAVEL REQUEST FOR VICE MAYOR TOM RICHINS TO ATTEND THE 2023 CALIFORNIA ANNUAL PEACE OFFICERS' MEMORIAL.

EXECUTIVE SUMMARY:

This staff report asks the City Council to consider approving the advance travel request for Vice Mayor Tom Richins, to attend the 2023 California Annual Peace Officers' Memorial. The estimated total cost for the requested trip is \$1,344.38, which includes airfare, hotel and meals.

RECOMMENDED ACTION:

That the City Council approve the advance travel request for Vice Mayor Tom Richins to attend the 2023 California Peace Officers' Memorial.

BACKGROUND & HISTORY:

In 1962, President Kennedy proclaimed May 15th as National Peace Officers' Memorial day and the calendar week in which May 15th falls, as National Police Week. The California Peace Officers' Memorial Ceremonies are held the first week of May at the California Peace Officers' Memorial monument in Sacramento on State Capitol grounds. The ceremonies serve to formally enroll peace officers who have died in the line of duty the preceding year, pay tribute to the over 1500 officers who have made the ultimate sacrifice since California became a state, and to honor the families left behind. A Riverside County Officer and Deputy are among those being honored at the memorial.

Administration Policy No. 01200.001 (Travel and Other Expense Reimbursement Policy) requires all City Officials to obtain advanced approval from the City Council for trips involving overnight stays or travel by air.

ANALYSIS:

The 2023 Annual California Peace Officers' Memorial will be held from Sunday, May 7, 2023 to Monday, May 8, 2023 in Sacramento. Vice Mayor Richins has requested to attend the two-day memorial event and to represent the City of Corona. The estimated total cost for the trip is \$1,344.38, which includes airfare, hotel, and meals. A full summary of the estimated costs is included in the attached City Official Advance Travel Request form (Exhibit 1).

FINANCIAL IMPACT:

City Council Members' travel and other expenses reimbursements are funded by the City Council's operating budget in the General Fund. Funding for this request is included in the approved Fiscal Year 2023 Budget.

ENVIRONMENTAL ANALYSIS:

This action is exempt pursuant to Section 15061(b)(3) for the Guidelines for the California Environmental Quality Act (CEQA), which states that a project is exempt from CEQA if covered by the commonsense exemption that CEQA applies only to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. This action is for an advance travel request. Therefore, no environmental analysis is required.

PREPARED BY: ANGELA NIETO, EXECUTIVE ASSISTANT

REVIEWED BY: JACOB ELLIS, CITY MANAGER

Attachment:

1. Exhibit 1 - City Official Advance Travel Request