



Staff Report

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**File #:** 23-0655

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**REQUEST FOR CITY COUNCIL ACTION**

**DATE:** 08/16/2023

**TO:** Honorable Mayor and City Council Members

**FROM:** Council Member Wes Speake

**SUBJECT:**

ADVANCE TRAVEL REQUEST FOR COUNCIL MEMBER WES SPEAKE TO ATTEND THE 2023 LEAGUE OF CALIFORNIA CITIES CONFERENCE AND EXPO

**EXECUTIVE SUMMARY:**

This staff report asks the City Council to consider approving the advance travel request for Council Member Wes Speake, to attend the 2023 League of California Conference and Expo in Sacramento, California on behalf of the City of Corona.

**RECOMMENDED ACTION:**

**That the City Council** approve the advance travel request for Council Member Wes Speake to attend the 2023 League of California Conference and Expo in Sacramento California on behalf of the City of Corona. The estimated total cost for the requested trip is \$2,713.24, which includes airfare, hotel transportation, meals and other related fees.

**BACKGROUND & HISTORY:**

The League of California Cities Annual Conference is a valued tradition attended by Council and staff members from many California cities. The conference provides networking, advocacy, and educational programs that bring together elected and appointed officials, as well as city staff from all departmental areas to serve the grassroots interests of local municipalities.

The conference wraps up with the General Assembly voting at the Annual Business Meeting. It is important for all cities to participate in this process by registering their voting delegate to attend the annual conference and actively engage in the voting process. Council Member Wes Speake is on the Policy Committee and is the appointed voting delegate for the City of Corona.

Administration Policy No. 02100.001 (Travel and Other Expense Reimbursement Policy) requires all City Officials to obtain advance approval from the City Council for trips involving overnight stays or travel by air.

**ANALYSIS:**

The League of California Cities Annual Conference will be held from September 19, 2023, through September 22, 2023. The conference generally alternates between northern and southern California, with the conference being held in Sacramento this year. The conference will include the Annual Business meeting, where the membership takes action on conference resolutions. Participation in the business meeting allows the City to engage in the League's policy development process. The League bylaws provide that each City be entitled to one vote in matters affecting municipal or League Policy.

**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 Adopted Fiscal Year 2024 Budget. Council Member Wes Speake has requested to attend the conference to represent the City of Corona. The estimated total cost for this trip is \$2,713.24, which includes airfare, hotel, transportation, meals, and other related fees. A full summary of the estimated cost is included in the attached City Official Advanced Travel Request Form (Exhibit 1).

**ENVIRONMENTAL ANALYSIS:**

This action is exempt pursuant to Section 15061(b)(3) of the Guidelines for the California Environmental Quality Act (CEQA), which states that a project is exempt from CEQA if the activity is covered by the common sense 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 to approve the advance travel request to attend a conference, and there is no possibility that approving the recommended action will have a significant effect on the environment. Therefore, no environmental analysis is required.

**PREPARED BY:** ANGELA NIETO, EXECUTIVE ASSISTANT

**REVIEWED BY:** JACOB ELLIS, CITY MANAGER

**Attachments:**

1. Exhibit 1 - City Official Advance Travel Request