



Staff Report

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**File #:** 22-0862

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**REQUEST FOR CITY COUNCIL ACTION**

**DATE:** 11/02/2022

**TO:** City Council Members

**FROM:** Honorable Mayor Wes Speake

**SUBJECT:**  
Travel and other related expense reimbursements for Mayor Wes Speake.

**EXECUTIVE SUMMARY:**

This staff report asks Council to approve reimbursements in the amount of \$291.25 for travel and other related expenses resulting from attendance at the CalCities Annual Conference on September 7th - 9th, 2022.

**RECOMMENDED ACTION:**

**That the City Council** approve the travel and other expense reimbursement claim dated October 25, 2022, per City of Corona Administrative Policy No. 01200.001.

**BACKGROUND & HISTORY:**

City of Corona Elected Officials and employees periodically attend local, regional, state and national conferences, as part of their duties, responsibilities, and professional development. The guidelines set forth in Administrative Policy No. 01200.001 ("the Policy") provide an "accountable expense reimbursement plan" and meet the three basic requirements of Internal Revenue Code Section 62(c). The Policy applies to all City employees, elected officials, and those appointed officials who are members of legislative bodies (as defined by Government Code Section 54952) when they travel on behalf of the City or otherwise seek payment or reimbursement for actual and necessary expenses incurred in the performance of their official duties. The Policy also complies with the requirements of California Government Code sections 53232.2 and 53232.3, pertaining to travel and reimbursement policies for City officials (AB 1234).

**ANALYSIS:**

The Policy authorizes for City Officials to be reimbursed for actual and necessary expenses incurred in the performance of their official duties. With respect to travel, the Policy authorizes reimbursement for miles traveled at the I.R.S. approved rate, with appropriate supporting documentation.

Authorized expenses include:

- Communicating with representatives of regional, state, national and international government on City Policy position.
- Attending educational seminars, conferences, or activities designed to improve skills and information levels.
- Participating in regional, state, national and international organizations whose activities affect the City's interests.
- Attending events as a representative of the City, including charitable events, that are sponsored, co-sponsored or organized by the City.
- Meetings with consultants, professionals, constituents, applicants or other private or governmental entities or agencies, which are necessary for the performance of their position.
- City Officials attending, as an invited representative of the City by a business, ground-breaking, grand opening or other ceremonial events, held in the state and open to the public, for businesses with a facility already located in the City (limit to 10 per business per fiscal year).
- City Officials attending, as an invited representative of the City by a regional, state, national or international government agency, ceremonial events held in the state by such government agency.
- City Official attending, as an invited representative of the City by a charity charitable event held in the City.
- City Officials' round-trip commutes (from home to a city facility and back) when attending a meeting of their legislative body or participating in another event or activity for which expenses are reimbursable.

Staff has indicated on the attached mileage log those expenses which fall into one of the above expense categories.

**FINANCIAL IMPACT:**

City Officials' travel and other expenses reimbursements are funded by the City Council's operating budget in the General Fund. Funding for the amount claimed on this report is included in the approved Fiscal Year 2023 budget.

**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 general rule 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 expense reimbursement and reporting purposes, and there is no

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possibility that approving the recommended action will have a significant effect on the environment.

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

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

**Attachments:**

1. Exhibit 1 - Claim Form
2. Exhibit 2 - Travel Expense Mileage Reimbursement Log & Map
3. Exhibit 3 - Receipts