



## Agenda Report

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**File #:** 19-0141

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### **AGENDA REPORT REQUEST FOR CITY COUNCIL ACTION**

**DATE:** 2/20/2019

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

**FROM:** Vice Mayor Jim Steiner

**SUBJECT:**

City Council consideration to approve Vice Mayor Jim Steiner's travel and other expense reimbursement claim dated February 8, 2019, per City of Corona Administrative Policy No. 01200.001.

**RECOMMENDED ACTION:**

That the City Council approve the travel and other expense reimbursement claim dated February 8, 2019, per City of Corona Administrative Policy No. 01200.001.

**ANALYSIS:**

Administrative Policy No. 01200.001 (Travel and Other Expenses Reimbursement Policy) requires all expense reimbursement requests for City Officials to be reported to and approved by the City Council. The attached claim form dated February 8, 2019, in the amount of \$188.74, along with the accompanying mileage log, shall serve as my report and reimbursement claim for the noted expenses in accordance with the Policy.

The Policy indicates that City Officials will be reimbursed for the actual and necessary expenses incurred in the performance of their official duties. With respect to travel, the Policy provides for reimbursement for miles traveled at the I.R.S. approved rate, with supporting documentation provided in accordance with Administrative Services Department requirements. In addition, in the "authorized expenses" section of the Policy, the following items are specifically included as examples of qualified mileage expenses for City Officials:

- Communicating with representatives of regional, state, national and international government on City policy positions. (Policy Item #1)
- Attending educational seminars, conferences, or activities designed to improve skills and information levels. (Policy Item #2)

- Participating in regional, state, national and international organizations whose activities affect the City's interests. (Policy Item #3)
- Attending events as a representative of the City, including charitable events, that are sponsored, co-sponsored or organized by the City. (Policy Item #4(1))
- Meetings with consultants, professionals, constituents, applicants or other private or governmental entities or agencies, which are necessary for the performance of their position. (Policy Item #5)
- 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). (Policy Item #7(1))
- 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. (Policy Item #7(2))
- City Officials attending, as an invited representative of the City by a charity, charitable events held in the City. (Policy Item #7(3))
- 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. (Policy Item #7(4))

I have indicated on the attached mileage log those expenses which clearly fall into one of the above expense categories.

**COMMITTEE ACTION:**

Not applicable.

**STRATEGIC PLAN:**

This item supports the City's Strategic Plan Goal 6: Improve Communications with Our Community; Objective a: Commit to transparency in all City actions. The recommended action will help achieve these goals by presenting the requested reimbursements with detailed information on each claim.

**FISCAL 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 2018-19 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 possibility that approving the recommended action will have a significant effect on the environment.

**PREPARED BY:** ANGELA NIETO, SENIOR MANAGEMENT SERVICES ASSISTANT

**SUBMITTED BY:** JIM STEINER, VICE MAYOR

**ATTACHMENTS:**

1. Claim Form
2. Mileage Reimbursement Log

400 SOUTH VICENTIA AVENUE, CORONA, CA 92882

FINANCE DEPARTMENT

This claim form is to be used when general obligation checks are to be issued and normal purchase order and invoicing procedures cannot be followed.

Claims will be paid every Thursday. Claims must be delivered and processed no later than the Thursday preceding the day of payment.

CLAIMANT: Jim Steiner

ADDRESS: 1236 Shadymill Road

NEEDED BY: NORMAL PROCEDURE

CITY: Corona, CA 92882

DATE	ITEMS	AMOUNTS	1
2/8/19	Mileage Reimbursement for Vice Mayor Jim Steiner (Mileage reimbursement 0.58/mile)		<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
	Month 2019      Total reported miles: 159.90	92.74	<input type="checkbox"/>
	Month 2019		<input type="checkbox"/>
			<input type="checkbox"/>
2/8/19	Reimbursement of expenses for parking at Irvine Marriott while attending League of California Cities New Council Member Academy Conference on January 30 - February 1, 2019.	96.00	<input type="checkbox"/>
			<input type="checkbox"/>
TOTAL		\$ 188.74	
<p>1 Check the box next to the line item if it relates to <b>taxable</b> meal or mileage reimbursements. Refer to City Travel Policy to determine if a meal or mileage reimbursement is taxable.</p> <p>I certify the above is a true and correct claim against the City of Corona and no part of the same has heretofore been paid.</p> <p>Prepared by: <u>Jim Steiner</u></p>	GL KEY / JL KEY		
	1101011042710	92.74	
	1101011043200	96.00	
		\$ 188.74	

Phone ext: 736-2371

TOTAL AMOUNT

PE I.D.

DATE \_\_\_\_\_

Approved:

Reviewed: \_\_\_\_\_  
FINANCE

Employee/Official Name: <b>Jim Steiner</b>
Travel Expense Reimbursement Policy (01200.001)
Mileage
Reporting Month: FEBRUARY 2019

Date		Description of the Trip	Beginning Address	Ending Address	Round Trip (Y/N)	Taxable (Y/N)	Mileage
1/30/19	* Attending educational seminars, conferences, or activities designed to improve skills and information levels. (Policy Item #2)	League of California Cities Conference	Home	Irvine Marriott, 18000 Von Karman Ave., Irvine,	y	n	53.3
1/31/19	* Attending educational seminars, conferences, or activities designed to improve skills and information levels. (Policy Item #2)	League of California Cities Conference	Home	Irvine Marriott, 18000 Von Karman Ave., Irvine,	y	n	53.3
2/1/19	* Attending educational seminars, conferences, or activities designed to improve skills and information levels. (Policy Item #2)	League of California Cities Conference	Home	Irvine Marriott, 18000 Von Karman Ave., Irvine,	y	n	53.3
					Monthly Total Mileage		159.9
					2019 Mileage Rate		0.58
					Amount to Reimburse		\$ 92.74
					Taxable		\$ -
					Non-Taxable		\$ 92.74