



Agenda Report

File #: 19-0482

AGENDA REPORT REQUEST FOR CITY COUNCIL ACTION

DATE: 5/15/2019

TO: Honorable Mayor and City Council Members

FROM: Vice Mayor Jim Steiner

SUBJECT:

City Council consideration of approval of Vice Mayor Jim Steiner's travel and other expense reimbursement claim dated May 7, 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 May 7, 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 May 7, 2019, in the amount of \$107.00, 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.

SUBMITTED BY: JIM STEINER, VICE MAYOR

Attachments:

1. Claim Form
2. Mileage Reimbursement Log
3. Map of Destination

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

[illegible]

Phone ext: 736-2371

TOTAL AMOUNT

PE I.D.

DATE _____

Approved:

Reviewed: _____
FINANCE

Employee/Official Name: JIM STEINER Travel Expense Reimbursement Policy (01200.001) Mileage Reporting Month: MAY 2019							
Date	Description of the Trip	Beginning Address	Ending Address	Round Trip (Y/N)	Taxable (Y/N)	Mileage	
5/7/19	* 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)	Coachella Valley Rescue Mission meeting	Home	47470 Van Buren, Indio CA	Y	N	186
Monthly Total Mileage						186	
2019 Mileage Rate						0.58	
Amount to Reimburse						\$ 107.88	
Taxable						\$ -	
Non-Taxable						\$ 107.88	



1236 Shady Mill Road, Corona, CA to 1236 Shady Mill Road, Corona, CA


Drive 186 miles, 3 h 6 min

1236 Shady Mill Rd

Corona, CA 92882

Get on CA-91 E from S Lincoln Ave

7 min (2.7 mi)






1. Head east on Shady Mill Rd toward Waterfall Ln
0.2 mi
2. Turn left onto Waterfall Ln
171 ft
3. Turn right onto Cajon Dr
217 ft
4. Turn left onto S Lincoln Ave
 Pass by Pizza Hut (on the right in 1.7 mi)
1.9 mi
5. Turn right onto W 2nd St
0.1 mi
6. Use the left 2 lanes to turn left to merge onto CA-91 E
0.4 mi

Follow CA-91 E, CA-60 E and I-10 E to Golf Center Pkwy in Indio. Take exit 144 from I-10 E

1 h 21 min (89.1 mi)

7. Merge onto CA-91 E
15.6 mi
8. Use the right 2 lanes to take exit 65 B for CA-60 E/I-215 S toward San Diego/Indio
0.6 mi
9. Merge onto CA-60 E
0.3 mi
10. Continue onto CA-60 E/I-215 S
4.4 mi
11. Keep left at the fork to continue on CA-60 E
17.9 mi
12. Use any lane to take the Interstate 10 S exit
0.2 mi
13. Merge onto I-10 E
49.8 mi
14. Take exit 144 for Golf Center Pkwy/State Route 111
0.2 mi

Continue on Golf Center Pkwy. Take Indio Blvd/Old California 86 to Van Buren St







-
- 4 min (2.0 mi)
-  15. Turn right onto Golf Center Pkwy
 - 0.9 mi
 -  16. Turn left onto CA-111 S
 - 0.2 mi
 -  17. Use the right 2 lanes to turn right onto Indio Blvd/Old California 86
 - 0.7 mi
 -  18. Turn right onto Van Buren St
 -  Destination will be on the left
 - 0.3 mi

1 h 32 min (93.7 mi)




47470 Van Buren St







Indio, CA 92201

Get on I-10 W from Indio Blvd







-
- 9 min (5.6 mi)
-  19. Head north on Van Buren St toward Christiansen St
 - 0.3 mi
 -  20. Turn left onto Indio Blvd/Old California 86
 - 0.7 mi
 -  21. Continue straight onto Indio Blvd
 - 3.8 mi
 -  22. Continue onto Jefferson St
 - 0.6 mi
 -  23. Turn left
 - 59 ft
 -  24. Take the ramp onto I-10 W
 - 0.2 mi

Follow I-10 W, CA-60 W and CA-91 W to S Lincoln Ave in Corona. Take the Lincoln Ave exit from CA-91 W

-
- 1 h 18 min (84.8 mi)
-  25. Merge onto I-10 W
 - 45.3 mi
 -  26. Use the left 2 lanes to take exit 93 for CA-60 W toward Riverside
 - 0.3 mi
 -  27. Continue onto CA-60 W
 - 17.4 mi

-  28. Keep right to continue on CA-60
0.9 mi
-  29. Merge onto CA-60 W/I-215 N
4.0 mi
-  30. Use the right 2 lanes to take exit 34B for CA-91
W/Riverside toward Beach Cities
1.4 mi
-  31. Merge onto CA-91 W
 Pass by AutoZone Auto Parts (on the left in 4.0 mi)
15.2 mi
-  32. Take the Lincoln Ave exit
0.3 mi

Continue on S Lincoln Ave. Drive to Shady Mill Rd

- 7 min (2.4 mi)
-  33. Turn left onto S Lincoln Ave
 Pass by GameStop Prestige (on the right in 0.4 mi)
2.1 mi
-  34. Turn right onto Cajon Dr
217 ft
-  35. Turn left onto Waterfall Ln
171 ft
-  36. Turn right onto Shady Mill Rd
 Destination will be on the left
0.2 mi

1 h 34 min (92.7 mi)

1236 Shady Mill Rd

Corona, CA 92882

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.