



STAFF REPORT

DATE: 11/06/2024
TO: Honorable Mayor and City Council Members
FROM: Planning and Development Department

2024-108

REQUEST FOR CITY COUNCIL ACTION

SUBJECT:

ADVANCE TRAVEL REQUEST FOR PLANNING COMMISSIONER SARAH LONGWELL TO ATTEND THE LEAGUE OF CITIES 2025 PLANNING COMMISSIONERS' ACADEMY IN SANTA ROSA, CALIFORNIA

EXECUTIVE SUMMARY:

This staff report asks the City Council to approve the advance travel request for Planning Commissioner Sarah Longwell to attend the League of Cities 2025 Planning Commissioners Academy in Santa Rosa, California from March 5 through March 7, 2025.

RECOMMENDED ACTION:

That the City Council approve the advance travel request for Planning Commissioner Sarah Longwell to attend the League of Cities 2025 Planning Commissioners Academy in Santa Rosa, California on behalf of the City of Corona.

BACKGROUND & HISTORY:

The League of Cities Planning Commissioners Academy is a valued tradition attended by Planning Commissioners from various California cities. The conference provides networking, advocacy, and educational seminars on land use laws and public meeting laws affecting municipal governments.

City 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, which is the reason for this request. Traveling to the City of

Santa Rosa to attend the conference will exceed an 8-hour drive, which will require air travel and overnight stay for the Commissioner.

ANALYSIS:

The League of Cities 2025 Planning Commissioners Academy will be from March 5, 2025, through March 7, 2025. The conference will include various seminars on land use laws and public meeting laws, keynote speakers, and networking with other City officials. This conference is intended to educate elected and appointed City officials serving on City boards and commissions. The estimated total cost is \$2,500 which includes air travel, meals, lodging, transportation, and other related fees.

FINANCIAL IMPACT:

Travel and other expenses for appointed City officials to attend conferences are funded by the Planning and Development Department's operating budget in the General Fund. The estimated total cost for this trip is \$2,500, which includes air travel, meals, lodging, transportation, 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 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 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: JOANNE COLETTA, PLANNING AND DEVELOPMENT DIRECTOR

ATTACHMENTS:

1. Exhibit 1 – City Official Advance Travel Request