



**CITY OF CORONA
CITY OFFICIAL ADVANCE TRAVEL REQUEST (AP 01200.001)**

Council Member Jacque Casillas is requesting to travel to Napa, CA. to attend the League of Cal Cities 2024 League of Leaders Workshop and Boards of Directors Meeting on December 4th – 6th, 2024. Each year, the Cal Cities Board of Directors and leadership from the divisions, departments, policy committees, and diversity caucuses come together for the League Leaders Workshop to shape Cal Cities advocacy priorities and strategies for the upcoming year. This gathering provides an opportunity for city leaders to review the progress on this year’s advocacy priorities, discuss challenges and opportunities for cities, and inform recommendations for 2025 advocacy priorities to be considered by the Cal Cities Board during its December meeting. All actual and necessary expenses incurred by Council Member Jacque Casillas for this trip, including any registration, and meals, will be paid for by the League of Cal Cities and transportation will be reimbursed by the City, so long as and to the extent such expenses comply with Administrative Policy 01200.001, Travel and Other Expense Reimbursement Policy. Estimated total costs for the requested trip are listed below:

Registration	Meals	Lodging	Transportation	Airfare	Other (Please list)	Total*
\$n/a	\$ n/a	\$ n/a	\$ 590.94	\$ n/a	\$	\$590.94

* Total cost is an estimate only, based on event information provided by requestor.

ATTACHMENTS: Transportation signed by:

PREPARED BY: Angela Nieto **Date:** 11/13/2024
FEE1ED2CE0FD443...

REQUESTED BY: Jacque Casillas **Date:** 11/13/2024
BE1A25F945DF487...

COST ESTIMATED BY: Kim Sitton **Date:** 11/13/2024
0496702550D64D5...
 Administrative Services Dept.

APPROVED BY: _____ **Date:** _____
 Mayor

Guidelines and Procedures for City Official Advance Travel Request Form

The following are to be used in conjunction with Administrative Policy 01200.001 (Travel & Other Expense Reimbursement Policy). These guidelines and procedures in no way supersede or override Administrative Policy 01200.001.

- The City Official Advance Travel Request Form is to be used whenever a City Official is requesting to travel either overnight or via airplane.
- Pursuant to Administrative Policy 01200.001, City Officials include elected officials and appointed members of City legislative bodies.
- Pursuant to Administrative Policy 01200.001, City Officials will be reimbursed for their actual and necessary expenses incurred in the performance of the official duties for their position, provided that reimbursement shall always be at the lesser of the actual cost or the current Internal Revenue Service (“IRS”) rates, unless otherwise approved by the City Council in advance as discussed further below.
- Pursuant to Administrative Policy 01200.001, advance approval shall be obtained from the City Council, unless the Mayor finds that last minute travel up to \$1,000 is necessary and advance Council agenda deadlines cannot be met. With Mayor approval, reporting must be made to the City Council at the next available meeting.
- Approval shall be obtained before incurring any expenses. Expenses incurred outside the approved parameter of travel, as noted on the City Official Advance Travel Request Form, or in excess of that allowed under Administrative Policy 01200.001, will not be borne by the City. If these expenses are paid by the City Official, no reimbursement will be made by the City; if these expenses were charged to a City credit card, the City Official is responsible for the expense and shall promptly reimburse the City.
- As noted in Administrative Policy 01200.001, the City will not pay or reimburse certain categories of expenses, including, but not limited to, the following:
 - Personal portion of the trip, including expenses incurred for family member(s), friends and/or pets who accompany the City Official;
 - Travel relating to political events;
 - Entertainment expenses not directly required as part of official business;
 - Personal automobile expenses, including traffic citation;
 - Personal losses incurred while on City business.
- City Officials shall provide necessary documentation such as receipts and hotel folio to substantiate all expenses incurred. Expenses incurred without receipts will not be reimbursed; if such an expense is charged on a City credit card, the City may request the City Official to reimburse the City if the expense cannot be substantiated in another manner.



400 SOUTH VICENTIA AVENUE, CORONA, CA 92882

Claims will be paid Biweekly on Payday. Claims must be delivered and processed no later than the Monday preceding the day of payment.

NAME: Jacque Casillas

ADDRESS: 400 S. Vicentia Ave.

CITY: Corona, CA 92882

NEEDED BY: Next Payroll

DATE	Miles	RATE	Reason	AMOUNTS *1*
12/03/24	441.00	\$ 0.670		295.47 <input type="checkbox"/>
12/06/24	441.00	\$ 0.670		295.47 <input type="checkbox"/>
	-			<input type="checkbox"/>
	-			<input type="checkbox"/>
	-			<input type="checkbox"/>
	-			<input type="checkbox"/>
	-			<input type="checkbox"/>
	-			<input type="checkbox"/>
	-			<input type="checkbox"/>
	-			<input type="checkbox"/>
2024 Rate = \$0.670		2023 Rate = \$0.655		TOTAL \$ 590.94

1 Check the box next to the line item if it relates to **taxable** meal or mileage reimbursements. Refer to City Travel Policy to determine if a meal or mileage reimbursement is taxable.

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.

GL KEY / JL KEY	%	
11010110 42710 /		590.94
		-
		-
		-
		-
		-
		\$ 590.94

Prepared by: Angela Nieto

TOTAL AMOUNT

Phone ext: 3710 11/13/24
DATE

Approved: _____

Reviewed: _____

Department Authorized Signer

FINANCE



**2024-2025
CAL CITIES OFFICERS**

President

Lynne B. Kennedy
Mayor Pro Tem,
Rancho Cucamonga

First Vice President

Gabe Quinto
Council Member
El Cerrito

Second Vice President

Teresa Acosta
Council Member
Carlsbad

Immediate Past President

Daniel T. Parra
Mayor
Fowler

**Executive Director
and CEO**

Carolyn M. Coleman

October 28, 2024

Dear Cal Cities Leaders,

Congratulations on your role as a member of the 2024-25 League of California Cities leadership team!

Each year, the Cal Cities Board of Directors and leadership from the divisions, departments, policy committees, and diversity caucuses come together for the League Leaders Workshop to shape Cal Cities advocacy priorities and strategies for the upcoming year.

This gathering provides an opportunity for city leaders to review our progress on [this year's advocacy priorities](#), discuss challenges and opportunities for cities, and inform recommendations for 2025 advocacy priorities to be considered by the Cal Cities Board during its December meeting.

We are excited to gather for this important workshop! An initial briefing will be held virtually to allow our leaders time to reflect on this year's advocacy achievements and to hear feedback from members on pressing issues that will inform our future priorities. Following the virtual briefing, we'll gather in person in Napa to finalize our Advocacy Priorities and strategies to achieve success in 2025.

The schedule of activities and travel information can be found in the attached document. Agendas and background materials will be provided prior to each meeting.

In addition to the League Leaders Workshop, your Cal Cities staff liaison will be contacting you in the coming weeks to assist you in preparing for your specific leadership role in Cal Cities. Please feel free to contact the following corresponding staff with any immediate questions:

- **Divisions:** Kristine Guerrero, kguerrero@calcities.org
- **Departments:** Meghan McKelvey, mmckelvey@calcities.org
- **Policy Committees:** Jason Rhine, jrhine@calcities.org
- **Caucuses:** Jennifer Whiting, jwhiting@calcities.org

Developing member-driven and informed priorities is central to the effectiveness of our advocacy on behalf of the common interests of our members. Thank you for your leadership and support. We look forward to all we will accomplish together in 2025.

Sincerely,


Lynne B. Kennedy
President
League of California Cities


Carolyn M. Coleman
Executive Director and CEO
League of California Cities



Schedule

Please note: Separate registration is required for the online briefing and in-person workshop.

Online Events	
Oct. 15- Nov. 1	Respond to the annual member survey (open to all Cal Cities members)
Nov. 21 10:00 a.m.–Noon	League Leaders Briefing (Virtual Meeting – Register Here for Briefing) <ul style="list-style-type: none"> • Member Survey Results • 2024 Legislative Year in Review • 2025 Political Outlook
Nov.-Dec. (various dates and times)	Leadership Orientations (Virtual Meetings) <ul style="list-style-type: none"> • Caucus Leadership • Department Leadership • Division Leadership • Policy Committee Leadership

In-Person Workshop	
<i>(See next page for meeting information and Register Here for Workshop.)</i>	
Dec. 4 6:00-8:00 p.m. 8:00-10:00 p.m.	League Leaders Reception and Dinner Dessert reception hosted by the Cal Cities Partners
Dec. 5 7:30-8:30 a.m. 8:30 a.m.-5:00 p.m. Evening	Networking Breakfast League Leaders Workshop (includes lunch) Dinner on your own
Dec. 6 (optional) 7:30-8:30 a.m. 8:30 a.m.–12:30 p.m.	Breakfast Board Meeting (adoption of the 2025 Advocacy Priorities and other business) (League Leaders who are not currently serving on the Board of Directors are welcome to stay for the Board meeting.)



In-Person Workshop Registration and Travel Information

Please register [HERE](#) no later than **Friday, Nov. 15, 2024**

Hotel reservations are not guaranteed for registrations received after the deadline.

Complimentary Registration is open to invited attendees only and includes:

- Hotel nights for Wednesday and Thursday*
- Wednesday Receptions and Dinner
- Thursday Breakfast and Lunch
- Thursday League Leaders Workshop
- Friday Breakfast and Board Meeting

**Thursday night stay is optional for League Leaders. The Workshop will conclude on Thursday by 5:00 p.m., but all League Leaders are invited to observe the Board meeting on Friday.*

You will receive a confirmation via email once registration is complete. A credit card will be requested upon check-in at the hotel for parking and incidental expenses. Please note that cancellations received after November 26, 2024, may incur a fee. If you have any questions, changes, or special needs, please email Megan Dunn, Conference Registrar, at mdunn@calcities.org.

Meeting Location: The Meritage
 875 Bordeaux Way
 Napa, CA 94558
 (866) 370-6272

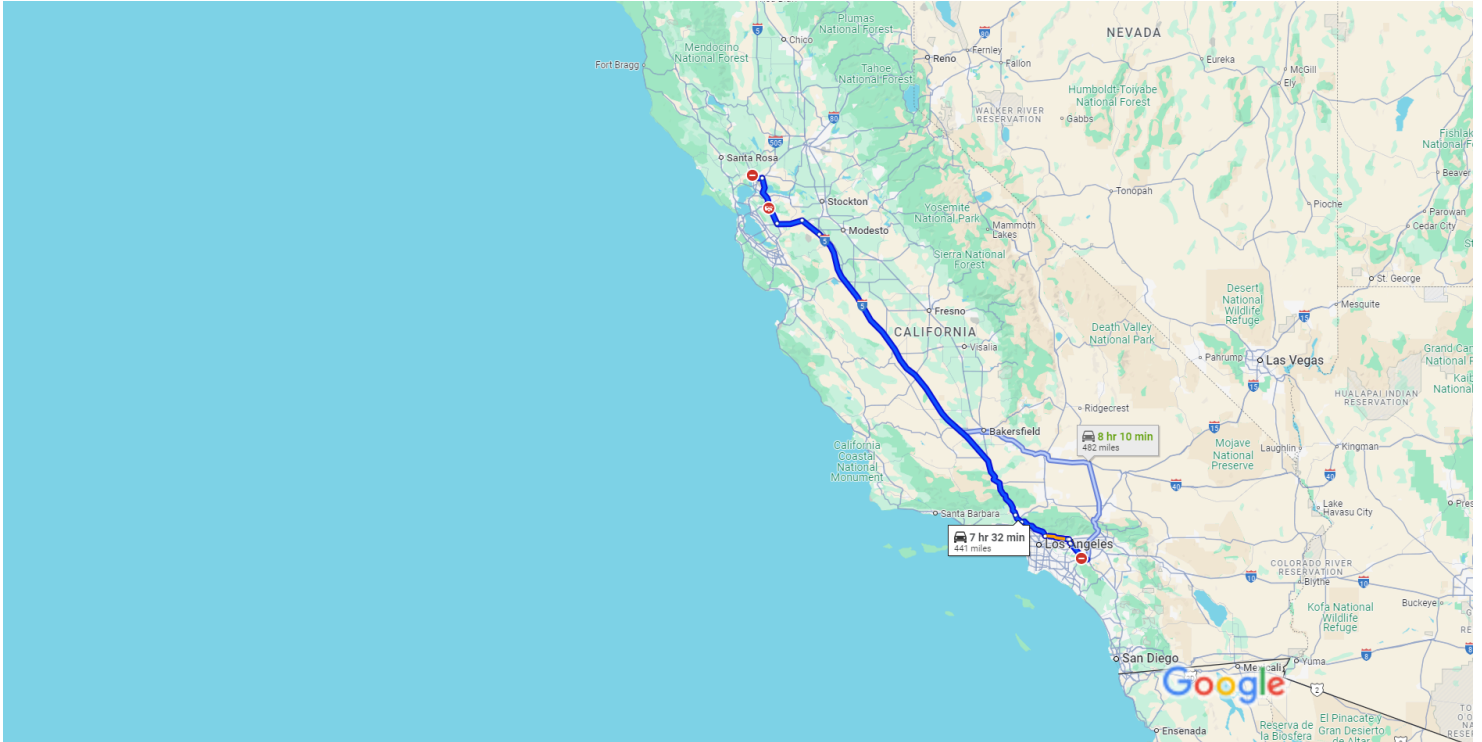
Check In: 4:00 p.m.

Check Out: Noon

Meritage Resort And Spa, 875 Bordeaux Drive 441 miles, 7 hr 32 min
Way, Napa, CA 94558 to Corona City Hall, 400 S Vicentia Ave, Corona,
CA 92882



Back to Corona



Map data ©2024 Google, INEGI 50 mi

Meritage Resort And Spa
875 Bordeaux Way, Napa, CA 94558

Get on I-680 S in Fairfield from CA-12 E

- _____ 14 min (9.6 mi)
- ↑ 1. Head west toward Bordeaux Way
- _____ 203 ft
- ↪ 2. Turn right toward Bordeaux Way
- _____ 164 ft
- ↶ 3. Turn left onto Bordeaux Way
- _____ 282 ft
- ↪ 4. Turn right at the 1st cross street onto Napa Valley Corporate Dr
- _____ 0.2 mi
- ↪ 5. Turn right onto Napa Valley Corporate Way
- _____ 0.2 mi
- ↪ 6. Turn right onto CA-221 S
- _____ 0.5 mi

- 7. At the traffic circle, take the 2nd exit and stay on CA-221 S
456 ft
- 8. At the traffic circle, take the 2nd exit
236 ft
- 9. Continue onto State Rd 29 S
0.1 mi
- 10. Merge onto CA-12 E/CA-29 S
1.3 mi
- 11. Use the left 2 lanes to turn left onto CA-12 E
5.8 mi
- 12. Use the left lane to take the ramp to CA-12 E
0.5 mi
- 13. Take the I-680 S ramp to Benicia
0.8 mi

Continue on I-680 S. Take I-580 E, I-5 S and I-210 E to W 2nd St in Corona. Take exit 49 from CA-91 E

- 14. Continue onto I-680 S
6 hr 27 min (431 mi)
40.1 mi
- 15. Use the right 2 lanes to take exit 30A to merge onto I-580 E toward Stockton
20.5 mi
- 16. Keep right at the fork to stay on I-580 E, follow signs for Interstate 580/Interstate 5 S/Fresno/Los Angeles
16.9 mi
- 17. Merge onto I-5 S
278 mi
- 18. Keep left to stay on I-5 S
7.4 mi
- 19. Use the right 2 lanes to take exit 161A toward I-210 E/Pasadena
0.6 mi
- 20. Continue onto I-210 E
24.1 mi
- 21. Keep right to stay on I-210 E, follow signs for San Bernardino
19.5 mi
- 22. Use the right 2 lanes to take exit 44A for CA-57 S toward Santa Ana
0.8 mi
- 23. Continue onto CA-57 S
3.2 mi

- ↘ 24. Use the right 2 lanes to take exit 22C for CA-71 toward Corona
_____ 1.1 mi
- ↑ 25. Continue onto CA-71 S
_____ 15.1 mi
- ↗ 26. Slight right to stay on CA-71 S
_____ 0.5 mi
- 27. Use the left lane to merge onto CA-91 E toward Riverside
_____ 3.6 mi
- ↘ 28. Use the 2nd from the right lane to take exit 49 toward Lincoln Ave
_____ 0.2 mi

Continue on W 2nd St to your destination

- _____ 2 min (0.4 mi)
- ↶ 29. Use the left 2 lanes to turn left onto W 2nd St
_____ 0.2 mi
- ↘ 30. Turn right onto N Buena Vista Ave
_____ 0.1 mi
- ↶ 31. Turn left
_____ 377 ft
- ↘ 32. Turn right
_____ 62 ft
- ↶ 33. Turn left
_____ 13 ft

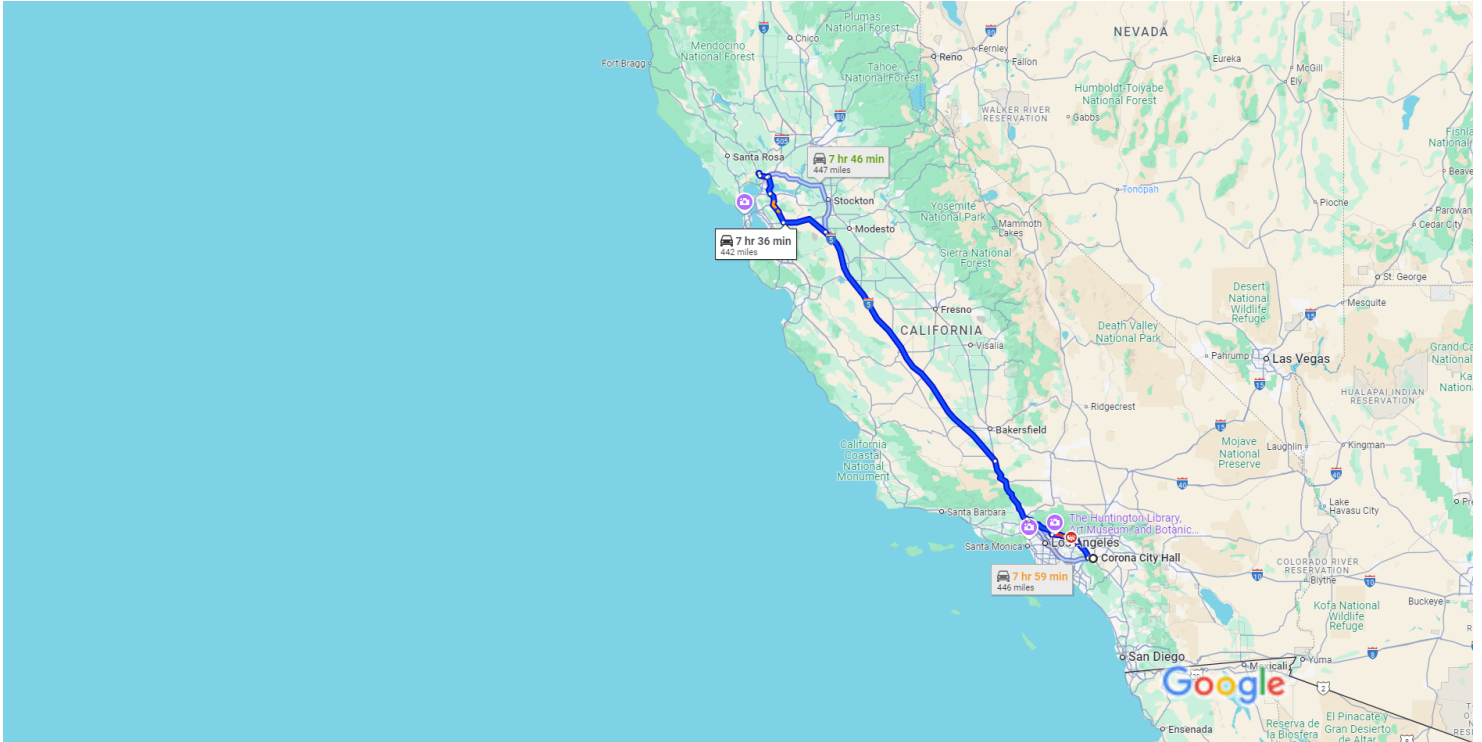
i Destination will be on the right

Corona City Hall

Corona City Hall, 400 S Vicentia Ave, Corona, CA 92882 to Meritage Resort And Spa, 875 Bordeaux Way, Napa, CA 94558



To the League Leaders Workshop & Board of Directors Meeting



Map data ©2024 Google, INEGI 50 mi



via I-5 N

7 hr 36 min

Fastest route now due to traffic conditions

442 miles

⚠ This route has tolls.



via I-5 N and CA-12 W

7 hr 46 min

447 miles



via I-5 N and I-680 N

7 hr 59 min

Some traffic, as usual

446 miles

Explore new places along this route

Add suggested stops

- The Getty
4.8 (32,323)
 - The Huntington Library, Art Museum...
4.8 (7,446)
 - Knott's Berry Farm
4.6 (62,093)
 - Santa Monica Pier
4.6 (120,555)
 - Kern County Museum
4.6 (1,233)
 - Great Valley Museum and Planetarium
4.7 (144)
 - Winchester Mystery House
4.5 (14,613)
 - de Young Museum
4.6 (8,403)
- 

[See more stops](#)

Explore nearby Meritage Resort And Spa

