**AGENDA:** 09/18/2018

**ITEM:** 3.8

(File No: 18-1284)



# Memorandum

**TO:** HONORABLE MAYOR AND

CITY COUNCIL

FROM: Toni Taber, CMC

SUBJECT: SEE BELOW DATE: September 14, 2018

#### REPLACEMENT MEMO

SUBJECT: Actions Related to Mayor and Councilmembers' Travel to Seattle, WA for the Silicon Valley Organization Annual Study Mission.

#### REASON FOR REPLACEMENT

This replacement memo updates the recommendation language to reflect the updated absence dates for Councilmember Davis pursuant to her September 10, 2018 memo, and adds Mayor Liccardo's travel request to the recommendation pursuant to his September 14, 2018 replacement memo.

#### **RECOMMENDATION**

Approve travel to Seattle, WA and request for an excused absence for the following Councilmembers from the following meetings due to Authorized City Business: Silicon Valley Organization Annual Study Mission:

- (a) Councilmember Davis (Source of Funds: District 6 Council Office Budget & Personal Funds; Dates: October 2-5, 2018; Meetings: October 3, 2018 Rules & Open Government, October 4, 2018 Smart Cities and Service Improvements, Caltrain Joint Powers Board Meeting, & VTA Board of Directors (Alternate))
- (b) Councilmember Jimenez (Source of Funds: District 2 Council Office Budget; Dates: October 2-5, 2018; Meetings: none missed)
- (c) Vice Mayor Carrasco (Source of Funds: District 5 Council Office Budget; Dates: October 2-5, 2018; Meetings: October 2, 2018 Council, October 3, 2018 Rules & Open Government)
- (d) Councilmember Khamis (Source of Funds: District 10 Council Office Budget & Personal Funds; Dates: October 3-9, 2018; Meetings: October 4, 3018 Police and Fire Retirement Plan Board of Administration, October 4, 2018 Smart Cities and Service Improvements).
- (e) Mayor Liccardo (Source of Funds: Mayor's Office Budget; Dates: October 2-5, 2018; Meetings: October 3, 2018 Rules & Open Government)\*

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#### **OUTCOME**

Approval of this action will authorize the spending of City funds on travel for the Silicon Valley Organization Annual Study Mission.

### **BACKGROUND**

The Silicon Valley Organization Study Mission Trip is an annual gathering of key Silicon Valley business and community leaders to learn best practices and bring back ideas to make their communities a better place to live and work. The program focuses on issues ranging from developing business investment, transportation, attracting major sports leagues, and more. Attendees leave with practical knowledge they can apply to their daily municipal challenges.

#### **ANALYSIS**

The following City meetings will be affected by the absences.

Meeting	Date	# of Absences	Members present
City Council Meeting	October 2, 2018	1 (Carrasco)	10 of 11
Rules and Open	October 3, 2018	3 (Davis, Carrasco,	2 of 5
Government		Liccardo)	
Smart Cities and	October 4. 2018	2 (Khamis, Davis)	3 of 5
Service			
Improvements			

Additionally, meetings held by Caltrain Joint Powers Board and VTA Board of Directors may be affected by the absences.

#### **EVALUATION AND FOLLOW-UP** (Mandatory)

City Council Policy 9-5 states:

The Mayor, Council Members, their staff, members of the public that serve on a City Commission, and Council Appointees may be asked to submit or present to Council a report on the results of their travel within fifteen working days of their return to San José. Said reports are required if the Mayor/Council Travel Budget has been used for the travel.

Typically, the reports are issued verbally at the Council meeting following the travel.

## PUBLIC OUTREACH/INTEREST

The Office of the City Clerk will post the item on the City's Website for the September 11, 2018 City Council Agenda.

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# **COORDINATION**

This memorandum has been coordinated with the City Attorney's Office.

# **COMMISSION RECOMMENDATION/INPUT**

Not Applicable.

## **CEQA**

CEQA: Not a Project, File No. PP17-010, City Organization & Administrative Activities resulting in no changes to the physical environment.

/S/ Toni J. Taber

TONI J. TABER, CMC City Clerk

For questions, please contact Toni Taber, City Clerk, at (408) 535-1260.