



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Toni Taber, CMC

SUBJECT: SEE BELOW

DATE: August 30, 2018

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

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 3-5, 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) Mayor Liccardo (Source of Funds: Mayor's Office Budget; Dates: October 3-5, 2018; Meetings: October 3, 2018 Rules and Open Government)
- (e) Councilmember Khamis (Source of Funds: District 10 Council Office Budget & Personal Funds; Dates: October 3-9, 2018; Meetings: October 4, 2018 Police and Fire Retirement Plan Board of Administration, October 4, 2018 Smart Cities and Service Improvements).

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 Government	October 3, 2018	2 (Davis, Carrasco)	3 of 5
Smart Cities and Service Improvements	October 4, 2018	2 (Khamis, Davis)	3 of 5

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.

COORDINATION

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

COMMISSION RECOMMENDATION/INPUT

Not Applicable.

HONORABLE MAYOR AND CITY COUNCIL

September 11, 2018

Subject: Council Travel to Seattle, WA for SVO Annual Study Mission.

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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.