


COUNCIL AGENDA: 9/18/2018  
ITEM: 3.6 (18-1238)

## Memorandum

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**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Toni J. Taber, CMC  
City Clerk 

**SUBJECT:** SEE BELOW

**DATE:** September 18, 2018

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**SUBJECT: Council Travel Policy: Official International Delegations.**

**RECOMMENDATION:**

As referred by the Community and Economic Development Committee on August 27, 2018 without recommendation, accept this report and adopt a resolution approving a revised City Council Policy No. 9-5, "Travel by Elected and Appointed City Officials".

CEQA: Not a Project, File No. PP17-008, General Procedure & Policy Making resulting in no changes to the physical environment. (Economic Development/City Clerk)

[Community and Economic Development Committee referral 8/27/18 - Item d.2]

DEFERRED FROM 9/11/18 ITEM 3.5 (18-1167) TO 9/18/18 PER RULES AND OPEN GOVERNMENT COMMITTEE



# Memorandum

**TO:** COMMUNITY & ECONOMIC  
DEVELOPMENT COMMITTEE

**FROM:** Kim Walesh

**SUBJECT:** APPROVAL OF REVISED  
COUNCIL TRAVEL POLICY

**DATE:** August 13, 2018

Approved

*D. D. S. Y. L.*

Date

*8/20/18*

**COUNCIL DISTRICT:** NA

## RECOMMENDATION

Accept this report and forward to the full City Council the recommendation to adopt a resolution approving a revised City Council Policy No. 9-5, "Travel by Elected and Appointed City Officials".

## OUTCOME

Amending the current Council Travel Policy will outline the process for Mayor and Councilmember participation on official and unofficial delegation travel to ensure there is a sufficient quorum for Council and Council Committee meetings scheduled during the travel period. Additional clean up amendments conform travel guidelines to the Employee Travel Policy, incorporate gifts of travel payments, clarify use of the Mayor/Council Travel Budget, and improve readability.

## BACKGROUND

At the April 11, 2018 Rules & Open Government Committee meeting, Councilmembers referred to the City Council, without recommendation, to direct staff to amend the Council Travel Policy to include City Council travel to Sister Cities.

At the April 17, 2018 Council meeting, following discussion and public comment, the Council voted to defer the item to the Community & Economic Development Committee for staff to revise the Travel Policy and report back to the full Council.

Sister City affiliations are official, permanent city-to-city relationships and require recognition and participation by the city government and community members. City and community

engagement with the Sister City is critical to a successful Sister City relationship, and this includes on occasion hosting inbound official delegations and traveling to a Sister City. Sister City trips and City-organized international travel for economic development occur infrequently. Over the last 17 years, there have been 9 Sister City trips. Sister City trips are scheduled in consultation with the Sister City and the local Sister City Committee, and efforts are made to schedule during a week when no Council meeting is planned.

Sister City trips to Tainan, Taiwan in 2017 and Okayama, Japan in 2018 were organized to recognize the 40<sup>th</sup> and 60<sup>th</sup> anniversary of the Sister City affiliation and reciprocated Sister City trips to San Jose by the cities of Tainan and Okayama. Sister City trips to Dublin, Ireland have been more frequent, generally occurring every two to three years, with the next trip planned for October 2018. No Sister City trips have been undertaken in 20-plus years to Ekaterinburg, Russia; Pune, India; San Jose, Costa Rica; or Veracruz, Mexico. The Guadalajara Sister City affiliation is the most recent, having been approved by the Council in 2014. No Sister City trips have been planned to Guadalajara but Councilmembers traveled to Guadalajara in 2018 to attend a Sister Cities International sponsored conference. Participation on past Sister City trips has ranged from one to four Mayor/Councilmembers.

The itinerary for a Sister City trip includes meetings and interactions with the host city, their government and oftentimes national government officials, businesses, community organizations, and universities. They typically include opportunities to discuss best practices on issues of common concern such as housing, emergency management, environmental sustainability, economic development and other issues. Sister City trips have also included meetings with international airlines at their headquarters to promote the San Jose market and prospective direct air service opportunities. They have fostered some ongoing programmatic linkages such as artistic exchanges and scholarship study-abroad programs.

## **ANALYSIS**

### **A. Official Delegation Travel**

Staff recommends amending the Council Travel Policy to include Official Delegation Travel, which is defined as travel organized, led, and/or staffed by the City such as a Sister City Trip, or other City-organized travel, such as air service promotion. The policy will incorporate that the Mayor or Mayor's designated representative serve as the "Delegation Leader" for Official Delegation Travel, subject to approval by the Rules & Open Government Committee. The policy will be amended to state that the Mayor/Council Travel Fund be used for the Delegation Leader's travel-related expenses. Travel-related expenses for Councilmembers not serving in the capacity as Delegation Leader would be funded from their respective Council Office Budgets or from personal funds, which is unchanged from the current policy.

All Councilmembers will be informed by City staff of official Sister City trips at least eight weeks in advance of the scheduled trip and will have the option to participate as a member of the

delegation. Councilmembers interested in participating on a Sister City or other official international mission must notify the City Clerk's Office of their intention to travel approximately six weeks prior to the travel date, and provide the intended dates of travel and their absences for meetings of the City Council, Council Committee, and other legislative bodies in which they represent the City. All Mayor/Councilmember travel requests for Official Delegation Travel will be placed as a single agenda item at a City Council meeting to be determined by the City Clerk.

The current Council Travel Policy allows Council staff to use the Council Office Budget for official travel if approved by the Councilmember. The Council can amend the policy regarding Council staff travel. The Administration does not have a recommendation to change the policy.

#### B. Unofficial Delegation Travel

The revised policy adds Unofficial Delegation Travel which is defined as travel organized, led and staffed by organizations or entities other than the City. This may include public organizations such as the Santa Clara Valley Transportation Authority, or private organizations such as the Silicon Valley Organization (formerly the San Jose Silicon Valley Chamber of Commerce) or the Silicon Valley Leadership Group.

The Mayor or Councilmembers interested in participating in Unofficial Delegation Travel must notify the City Clerk's Office of their intention to travel approximately six weeks prior to the travel date, the intended dates of travel and their absences for meetings of the City Council, Council Committee, and other legislative bodies in which they represent the City. The City Clerk will place all travel requests related to an Unofficial Delegation Travel as a single agenda item at a City Council meeting to be determined by the City Clerk.

#### C. Travel Guidelines Consistent with Employee Travel Policy

Additional proposed amendments conform travel guidelines to the Employee Travel Policy (City Policy 1.8.2). For example, they clarify that use of the Mineta San Jose International Airport (SJC) is mandatory as the point of departure and return unless: 1) scheduled air carrier service is not available from SJC; 2) the City official is required to make more than one stop or plane change; 3) total one-way travel time departing from SJC compared to flights arriving or departing from other Bay Area airports exceeds 2.5 hours; or 4) total airfare costs exceed \$250 when comparing flights from SJC to other Bay Area airports.

The policy encourages carpooling and consideration of use of public transit or shuttle buses.

#### D. Gift of Travel Payments

The proposed amendments explain that gifts of travel payments, such as airfare, lodging and food related to the travel, may be a prohibited gift or a personal gift requiring reporting on the Form 700 and potential disqualification. They also explain that the City may accept a gift of

travel payment for the Mayor, Councilmembers, Council Appointees, Commissioners or Mayor/Council Staff with Council approval if the City Council accepts the travel payments, authorizes the travel, and designates the City representative(s) prior to the travel.

#### E. Mayor/Council Travel Budget

The proposed amendments clarify that the Mayor/Council Travel Budget is available only for the Mayor or Councilmember's travel and reorganize the policy so that it is clear that the Mayor/Council Travel Budget is available only for specified trips or travel categories, which were present in the current policy but not clear. Travel proposals requesting funding from the Mayor/Council Travel Budget must be submitted to the City Council for approval, must include justification for the travel, and identify the travel category. The City Clerk's Office will submit a statement with the travel request showing how much uncommitted funds remain in the Mayor/Council Travel Budget and how much year-to-date each trip has cost.

#### **EVALUATION AND FOLLOW-UP**

The Council Travel Policy is subject to further review and action by the Council.

#### **PUBLIC OUTREACH**

This memorandum will be posted on the Council Community & Economic Development Committee agenda website for August 27, 2018.

#### **COORDINATION**

The Office of Economic Development has consulted with the City Manager's Office, the City Attorney's Office, and the City Clerk's Office in the preparation of this report.

#### **COMMISSION RECOMMENDATION/INPUT**

No City commission action is applicable on this item.

#### **CEQA**

Not a Project, File No. PP17-008, General Procedure & Policy Making resulting in no changes to the physical environment.

COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE

August 13, 2018

**Subject: Approval of Revised Council Travel Policy**

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/s/

KIM WALESH

Deputy City Manager

Director of Economic Development

For questions, please contact Joseph Hedges, International Affairs Manager, at (408) 535-8186.

Attachments

Revised Council Travel Policy

April 11, 2018 Mayor's Memorandum

April 17, 2018 Memorandum from Councilmember Arenas

April 17, 2018 Memorandum from Councilmember Diep

April 17, 2018 Memorandum from Councilmember Jimenez

April 17, 2018 Memorandum from Councilmember Rocha

April 17, 2018 Letters from the Public