



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Toni Taber, CMC

SUBJECT: SEE BELOW

DATE: September 11, 2018

SUPPLEMENTAL

This supplemental memo is intended to explain a change made subsequent to the posting of the travel policy for the Community and Economic Development Committee on 8/27/2018, and to include required information about the Mayor/Council Travel Budget.

- 1) Delegation Leader Changes to Travel Policy: Because the Delegation Leader's travel from the Mayor/Council Travel Budget requires Council approval, it is recommended that the policy require approval of the Delegation Leader and related travel costs from the Mayor/Council Travel Budget be included as a single agenda item with the Delegation Councilmembers' Requests to Travel and Excused Absence.

Proposed language changes are as follows:

3. **Official City Representative:** *When travel to a conference, convention, or other similar event is authorized and undertaken for a municipal purpose, the Council or Commission Chair must specifically designate one or more Councilmembers or City Commissioners, respectively, to act as the official representatives of the City of San José.*
 - a. Official Delegation Travel: *Travel organized, led, and/or staffed by the City such as a Sister City Trip, or other City-organized mission.*
 - i. Mayor or Mayor's Representative (Delegation Leader): *The Mayor or the Mayor's designated Councilmember representative will serve as the "Delegation Leader" for the Official Delegation Travel, subject to approval by the ~~Rules and Open Government Committee~~ Council. The Mayor/Council Travel Budget will be used for the Delegation Leader's travel-related costs. The City Clerk will place approval of the Delegation Leader and related travel costs from the Mayor/Council Travel Budget as a single agenda item with the Councilmembers' Requests to Travel and Excused Absence from 3.a.ii below at a City Council meeting to be determined by the City Clerk.*

- ii. *Additional Councilmembers: Additional Councilmembers interested in participating in the Official Delegation shall submit a Request to Travel and Excused **Absence** Memorandum to the City Clerk approximately six (6) weeks prior to the travel date. The memorandum shall list 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. To ensure quorum for City Council and Council Committee meetings during the Official Delegation Travel, the City Clerk will place all travel requests related to an Official Delegation as a single agenda item at a City Council meeting to be determined by the City Clerk.*

This language change was included in the draft policy attached to and posted with the resolution.

2) Mayor/Council Travel Budget:

Current Council Travel Policy 9-5 provides, “For those proposals requesting Mayor/Council Travel Budget funding, the City Clerk’s Office will submit a statement with the travel request of how much uncommitted Mayor/Council Travel budget remains and how much year to date each trip has cost.”

The Mayor/Council Travel Budget fund was \$20,000 for FY 18-19. To date, the expenses have been:

\$1,591.48—US Conference of Mayors (Mayor)

\$1,700—League of CA Cities-estimated (Jimenez)

Leaving an estimated balance of \$16,708.52