



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Mayor Matt Mahan

**SUBJECT:** REQUEST TO TRAVEL  
FOR MAYOR'S STAFF

**DATE:** September 19, 2024

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Approved

Date 09/19/2024

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**Recommendation:** Authorize travel, accept travel payments to the City of San Jose, and designate the Mayor's Staff, Stephen Caines, as the City representative to attend the Bloomberg CityLab event in Mexico City from October 14th-16th 2024.

**Location:** Mexico City, Mexico

**Meeting Dates:** October 14th-16th, 2024

**Source of Funds:** The Aspen Institute, 501c3 (airfare, lodging, and meals)

**Purpose:** Bloomberg CityLab is an annual conference dedicated to bringing together global mayors, city innovators, business leaders, urban experts, and activists to uncover replicable solutions to pressing issues. Bloomberg has long been a pillar in the civic innovation community and supports the community through grantmaking, publicity, and media creation. CityLab has historically invited Mayor's and Chief Innovation Officers from San Jose to their annual meetings.

Stephen Caines is the Chief Innovation Officer and Budget Director for the Mayor's Office. He is a lawyer and published expert on the ethics and regulation of Surveillance AI. He will speak with other civic technology leaders, elected officials, and public servants throughout the convening to further San Jose's leadership in the GovAI Coalition. He will advance the development of San Jose's AI ecosystem by continuing to build public-private partnerships. Additionally, Stephen will participate in an invitation-only workshop for Chief Innovation Officers covering Generative AI and its utility for government innovation. San Jose benefits from attending such conferences as it unlocks opportunities for fundraising, partnerships, and establishing best practices.