



COUNCIL AGENDA: 8/13/2024

ITEM: 3.3

FILE NO: 24-196953

# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

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

**SUBJECT:** SEE BELOW

**DATE:** August 8, 2024

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## REVISED

**SUBJECT: Actions Related to Vice Mayor and Councilmembers' Travel to Dublin, Ireland for the Sister City Delegation**

### RECOMMENDATION

- (a) Approval to consider the recommendation to waive a provision of Policy 9-5 limiting approval of travel to five Councilmembers pursuant to Policy 0-1, Council Policy Manual.
- (b) Approve waiver of Council Policy 9-5 to allow more than five Councilmembers to attend the Dublin Sister City Trip and the cancellation of Council and Committee meetings due to lack of quorum.
- (c) Approve travel to Dublin, Ireland, and requests for excused absences for the following Councilmembers from meetings due to Authorized City Business: City of San José Dublin Sister City Delegation:
  - (1) Councilmember Foley for travel on September 9 through 13 to be paid for from District 9 Council Office Budget, and excused from meetings for September 9, 2024 Special Transportation & Environment Committee, September 10, 2024 Regular City Council and September 11, 2024 Regular Rules & Open Government Committee.
  - (2) Vice Mayor Kamei for travel on September 9 through 12 to be paid for from District 1 Council Office Budget, and excused from meetings for September 10, 2024 Regular City Council, September 11, 2024 Regular Rules & Open Government Committee and September 12, 2024 the Cities Association of Santa Clara County Joint Powers Authority Board of Directors.
  - (3) Councilmember Jimenez for travel on September 9 through 12 to be paid for from District 2 Council Office Budget, and excused from meetings for September 10, 2024 Regular City Council and September 11, 2024 Regular Rules & Open Government Committee.
  - (4) Councilmember Davis for travel from September 9 through 12 to be paid for from District 6 Council Office Budget, and excused from meetings for September 9, 2024 Special Transportation & Environment Committee, September 10, 2024 Regular City Council, September 11, 2024 Regular Rules & Open Government Committee, September 12, 2024 Regular Neighborhood Services & Education Committee and September 12, 2024 Treatment Plant Advisory Committee.
  - (5) Councilmember Ortiz for travel on September 7 through 13 to be paid for from District 5 Council Office Budget, and excused from meetings for September 9, 2024 Special

Transportation & Environment Committee, September 10, 2024 Regular City Council, September 11, 2024 Association of Bay Area Government Housing Committee, September 12, 2024 Regular Neighborhood Services & Education Committee, September 12, 2024 VTA Policy Advisory Committee, September 12, 2024 Cities Association of Santa Clara County Legislative Committee and September 13, 2024 County of Santa Clara Child Abuse Prevention Council.

- (6) Councilmember Torres for travel from September 7 through 13 to be paid for from District 3 Council Office Budget, and excused from meetings for September 10, 2024 Regular City Council and September 12, 2024 Regular Neighborhood Services & Education Committee.
- (d) Approve Pam Foley as a Delegation Leader and for related travel costs to be paid for from the Mayor/Council Travel Budget; and
- (e) Approve the receipt of gifts received by the Sister City Delegation in an official capacity as a representative of the City in accordance with San José Municipal Code Section 12.08.120.B.

### **OUTCOME**

Approval of this action will authorize the spending of City funds on travel for the Sister City Delegation travel to Dublin, Ireland.

### **BACKGROUND**

The San Jose has a strong sister city relationship with Dublin, Ireland which was established by the Council in 1986. The sister city linkage has resulted in San Jose-Dublin collaboration in education, economic development, the arts, community engagement, government, and other initiatives. The last trip to Dublin by the City of San José representatives occurred in 2018.

### **ANALYSIS**

Pursuant to City Council Policy 9-5, the City Council may appoint up to five (5) elected members as long as it does not result in a cancellation of a meeting. Since six (6) Councilmembers have indicated an interest in attending, the Council will need to discuss and select which Councilmembers will attend to represent the City of San José. Names on the recommendation are in the order the request was received by the City Clerk's Office. Council Policy 0-1 provides for the ability of Council to vote to waive any provision of a Council Policy with an affirmative vote of six members of Council. If Council declines to waive Council Policy 9-5 C.3, only up to five member of the Council may be approved for official travel.

Council Policy 9-5 C.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. Council may approve up to five (5) of its elected members to travel for Official or Unofficial Delegation Travel, as long as it does not result in cancellation of a Council or Council Committee meeting due to lack of quorum. Council Staff travelling on Official or Unofficial*

*Delegation Travel shall notify the City Clerk approximately six (6) weeks prior to the travel date, and the information shall be placed in the memorandum from the City Clerk regarding the Mayor/Council Travel on Official or Unofficial Delegation Travel.*

The following City meetings would not have quorum due to the requests for excused absences.

<b>Mayor/ Councilmember</b>	<b>9/9/2024 Transportation &amp; Environment Committee (T&amp;E)</b>	<b>9/10/2024 City Council</b>	<b>9/11/2024 Joint Meeting for the Rules and Open Government Committee (Rules)</b>	<b>9/12/2024 Neighborhood Services &amp; Education Committee (NSE)</b>
Mayor Mahan		Mayor		
D1 – Kamei		Councilmember <i>Absence Requested</i>	Councilmember <i>Absence Requested</i>	
D2 – Jimenez		Councilmember <i>Absence Requested</i>	Member <i>Absence Requested</i>	
D3 – Torres		Councilmember <i>Absence Requested</i>		Member <i>Absence Requested</i>
D4 - Cohen	Chair	Councilmember	Chair	
D5 – Ortiz	Member <i>Absence Requested</i>	Councilmember <i>Absence Requested</i>		Vice Chair <i>Absence Requested</i>
D6 – Davis	Vice Chair <i>Absence Requested</i>	Councilmember <i>Absence Requested</i>	Member <i>Absence Requested</i>	Chair <i>Absence Requested</i>
D7 – Doan		Councilmember		Member
D8 – Candelas	Member	Councilmember		Member
D9 – Foley	Member <i>Absence Requested</i>	Councilmember <i>Absence Requested</i>	Vice Chair <i>Absence Requested</i>	
D10 - Batra		Councilmember		
<b>Members Present</b>	<b>2</b>	<b>5</b>	<b>1</b>	<b>2</b>
<b>Quorum needed</b>	<b>3</b>	<b>6</b>	<b>3</b>	<b>3</b>
<b>No. of Absences</b>	<b>3</b>	<b>6</b>	<b>4</b>	<b>3</b>

Council Travel Policy 9-5 provides, in relevant part, “For proposals requesting funding from the Mayor/Council Travel Budget, 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.”

The Mayor/Council Travel Budget fund was \$10,000 for FY 24-25. To date, there is an estimated

\$2,000 travel expense for the League of California Cities Annual Conference in October 2024, which leaves an estimated balance of \$8,000.

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

The Councilmembers may be asked to submit or present a report to Council on the results of their travel within fifteen (15) working days of their return to San José. Such reports are required if the Mayor/Council Travel Budget has been used for the travel. The report may include, but is not limited to: a listing of any workshops, seminars, presentations, speeches or other sessions attended with descriptions of information gathered; a listing of any presentations made with a description of information presented; a listing of individuals or groups with whom the Councilmember met while traveling including subjects addressed at the meeting and any outcome of the meeting.

### **PUBLIC OUTREACH/INTEREST**

The Office of the City Clerk will post the item on the City's Website for the August 13, 2024 City Council Agenda.

### **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 and Administrative Activities resulting in no changes to the physical environment. (City Clerk)