

**CITY MANAGER'S REPORT
FEBRUARY 11, 2019 CITY COUNCIL REGULAR MEETING**

**ITEM: OUT-OF-STATE TRAVEL APPROVAL FOR THE 2019
SAN JOAQUIN COUNTY ONE-VOICE TRIP**

**RECOMMENDATION: Adopt Resolution Authorizing Out-of-State Travel
for Up to Two Council Members and the City
Manager to Attend the 2019 San Joaquin One Voice
Trip to Washington, D.C. from May 5-9, 2019, and
Approval of Related Budget Amendment**

BACKGROUND:

Over the past several years, City officials have participated in fifteen San Joaquin One Voice visits to Washington D.C., to promote jurisdictional projects and needs. In 2018, Council adopted resolution 18-4348 authorizing two Councilmembers and the City Manager to attend this event. Councilmember Akinjo and City Manager Stephen Salvatore represented the City in 2018. Unfortunately, due to scheduling conflicts a second Councilmember was not available to make the trip.

This year, the conference will be from May 5 to May 9, 2019. In order to prevent a quorum from doing City business during the trip, attendees have traditionally been limited to two (2) members of the Council, one of whom may include the Mayor.

City policy requires Council approval for all out-of-state travel. Additionally, commencing with the FY 2012/13 budget process, Council voted to eliminate the One Voice expense from the City Council's budget. The same was done for subsequent fiscal years. The travel funds were removed from the Council budget with the notion that if Council elected to have one or two Councilmembers attend this event, a budget amendment would be required depending on the selected option.

The City Manager's travel budget was kept unchanged, therefore, if Council elects to send the City Manager to attend this event, funds are available in the current budget. If Councilmembers are interested in attending, the following options are available for consideration.

Options Include	Cost	Budget Amendment
1.) Send 2 Council Members & City Manager	Approx. \$11,400	Approx. \$7,600
2.) Send 1 Council Member & City Manager	Approx. \$7,600	Approx. \$3,800
3.) Send 1 Council Member	Approx. \$3,800	Approx. \$3,800
4.) Send City Manager	Approx. \$3,800	None
5.) Do not send representatives of the City in 2019	None	None

This report identifies estimated costs to attend the One Voice visit this year.

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2019 ONE-VOICE TRIP OUT-OF-STATE TRAVEL**

REASON FOR RECOMMENDATION:

This trip helps to promote regional projects. In addition, the City has benefited with more than \$1,790,000 in federal appropriations from its efforts over the past fifteen (15) years.

FISCAL IMPACT:

Depending on tonight's decision by Council, a budget amendment from the General Fund Reserves to the City Council Training and Travel Account (Fund 1010-11-10-435-20-00) will be required to fund Council participants to attend this years' One Voice Legislative Event. The budget amendment amount may vary depending on the option selected by Council.

Options Include	Cost	Budget Amendment
1.) Send 2 Council Members & City Manager	Approx. \$11,400	Approx. \$7,600
2.) Send 1 Council Member & City Manager	Approx. \$7,600	Approx. \$3,800
3.) Send 1 Council Member	Approx. \$3,800	Approx. \$3,800
4.) Send City Manager	Approx. \$3,800	None
5.) Do not send representatives of the City in 2019	None	None

ATTACHMENTS:

- A. Resolution Authorizing Out-of-State Travel
- B. San Joaquin One Voice 2019 Registration Information
- C. San Joaquin One Voice 2019 Draft Schedule of Events

**CITY MANAGER'S REPORT
FEBRUARY 11, 2019 CITY COUNCIL REGULAR MEETING
2019 ONE-VOICE TRIP OUT-OF-STATE TRAVEL**

APPROVALS:



Teresa Vargas
City Clerk

2/4/19

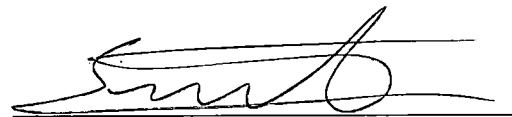
Date



Cari James
Finance Director

2/6/19

Date



Salvador Navarrete
City Attorney

2-6-19

Date



Stephen J. Salvatore
City Manager

2-5-19

Date

RESOLUTION NO. 19-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LATHROP AUTHORIZING OUT-OF-STATE TRAVEL FOR UP TO TWO COUNCIL MEMBERS AND THE CITY MANAGER TO ATTEND THE SAN JOAQUIN ONE VOICE TRIP TO WASHINGTON, D.C. FROM MAY 5, 2019 TO MAY 9, 2019, AND APPROVING RELATED BUDGET AMENDMENT

WHEREAS, over the past several years, City officials have participated in thirteen San Joaquin One Voice visits to Washington D.C., to promote jurisdictional projects and needs; and

WHEREAS, in 2018, Council adopted resolution 18-4348 authorizing up to two Councilmembers and the City Manager to attend this event; and

WHEREAS, due to scheduling conflicts only one Councilmember was able to attend, therefore, Councilmember Akinjo, and City Manager Stephen Salvatore represented the City in 2018; and

WHEREAS, in previous years, the Mayor, a Council Member, and the City Manager have participated on the trip; and

WHEREAS, in order to prevent a quorum from doing City business during the trip, attendees have traditionally been limited to two (2) members of the Council, one of whom may include the Mayor; and

WHEREAS, commencing with FY 2012/13 budget process, Council approved to eliminate the One Voice expense from the City Council's budget for a savings of \$3,000 for that fiscal year; and

WHEREAS, the travel funds for subsequent fiscal years were also removed from the Council budget with the notion that if Council elected to have one or two City Council Members to attend the One Voice legislative event, a budget amendment request would come back to Council for approval; and

WHEREAS, the City Managers travel budget was kept unchanged, therefore, if Council elects to send the City Manager to attend this years' One Voice legislative event, funds are available; and

WHEREAS, the following options were considered by Council:

Options Include		Cost	Budget Amendment
1.	Send 2 Council Members & City Manager	Approx. \$11,400	Approx. \$7,600
2.	Send 1 Council Member & City Manager	Approx. \$7,600	Approx. \$3,800
3.	Send 1 Council Member	Approx. \$3,800	Approx. \$3,800
4.	Send City Manager	Approx. \$3,800	None
5.	Do not send representatives in 2019	None	None

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Lathrop hereby authorizes option #___ to have City and Council participant(s) attend this years' One Voice legislative event; and

BE IT FURTHER RESOLVED, that the City Council of the City of Lathrop approve the corresponding budget amendment based on the selected option, from the General Fund Reserves to the City Council training and travel account:

Option #	Budget Amendment	Fund Account
1	\$7,600	1010-11-10-435-20-00
2	\$3,800	
3	\$3,800	
4	N/A	
5	N/A	

The foregoing resolution was passed and adopted this 11th day of February, 2019, by the following vote of the City Council, to wit:

AYES:

NOES:

ABSENT:

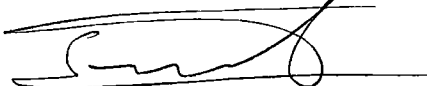
ABSTAIN:

Sonny Dhaliwal, Mayor

ATTEST:

Teresa Vargas, City Clerk

APPROVED AS TO FORM:



Salvador Navarrete, City Attorney

2019 San Joaquin One Voice[®] ATTACHMENT B Registration Form

Name _____ Title: _____

Organization: _____

Address: _____ City: _____

State/Zip: _____ Phone: _____

Email: _____ Cell Phone: _____

Cost is **\$175 per person** and includes all continental breakfasts and the Wednesday evening reception. Registration fees apply to each **participant** (spouses and/or guests pay a per diem rate) and must be paid by April 4, 2019. The registration fee is waived for SJCOG Board members. Registration fees underwrite the direct costs of the trip.

Amount Enclosed \$ _____

Please Note:

The purpose of the San Joaquin One Voice[®] trip is to seek federal support or funding for projects of broad community-wide benefit and regional significance within San Joaquin County. In order to accomplish this goal, we need to present a unified presence as we meet with Congressional, Legislative, and Departmental representatives to advocate for the regionally significant issues that have been agreed upon during the COG selection process.

We understand many of our public officials do double-duty while in D.C. However, please keep in mind the effectiveness of the scheduled One Voice[®] meetings rely on participation from our delegates. Please discuss any separate meetings you may be scheduling with our staff so the One Voice[®] meeting schedule can be modified to insure maximum and comprehensive attendance at all One Voice[®] meetings.



2019 San Joaquin One Voice® Process & Schedule

November

SJCOG sends out email to agencies and special districts soliciting proposals for the 2019 program.

February 28

Deadline for interested parties to submit project proposals to SJCOG. Submission emails must include: completed project request form, project talking points, project photo or graphic, and minutes or resolution reflecting approval by the submitting agencies governing board or council.

March 28

Project requests are presented to the SJCOG Board for approval and regional priorities are selected.



Local jurisdictions, transit agencies, partners, and outside organizations develop project requests and obtain approvals by their local boards and councils

April 4

Registration: Cost is \$175 per participant and includes all breakfasts and the Wednesday evening reception.

Accommodations: A block of rooms have been reserved at the Washington Court Hotel for May 5-9. The room block expires Thursday, April 4. Reservations can be made by calling 800-321-3010.

Travel to Washington

Meetings and activities scheduled for Sunday, May 5 (late afternoon) – Thursday, May 9 (morning). Participants are responsible for booking their own airfare and ground transportation to and from Washington, D.C.

ATTACHMENT 



San Joaquin One Voice®

The annual San Joaquin One Voice® trip is scheduled for May 5-9, 2019 in Washington, DC. The firm of C.J. Lake, LLC is once again scheduling and facilitating our meetings with our Congressional representatives, various transportation officials, and others from USDOT, housing, education, air quality, and water agencies.

As a reminder, the Call for Projects was circulated in November and **projects are due to SJCOG by February 28, 2019**. The project requests will be brought to the SJCOG Board at their March meeting for consideration and approval. Staff will also be asking the Board to select the regional priority projects for the 2019 program.

Accommodations:

A block of rooms have been reserved at the Washington Court Hotel for May 4-9, 2019. SJCOG has negotiated a group rate of \$324 for single occupancy and \$344 for double occupancy. Please use group code "9529" when making your reservation.

The deadline to reserve a room at the group rate is April 4, 2019. You can make a reservation by visiting www.sjcog.org/onevoice and clicking on the link provided or by contacting the hotel directly at 800-321-3010.

Please Note: The hotel routinely sells out in April. Participants are encouraged to make their reservations as soon as possible. Cancellations can be made

Registration:

A \$175 registration fee is required for each participant attending the 2019 San Joaquin One Voice® trip. The fee is due by April 4, 2019 and includes the costs of your materials, breakfast on each day, and the Wednesday evening reception.

The registration fee for SJCOG Board members (or their elected designee) is waived, however we do ask that everyone complete the attached form. Spouses and guests may participate in breakfasts/receptions on a per-diem basis.

Transportation:

Everyone is responsible for booking their own transportation to and from Washington, DC. SJCOG Board members shall be reimbursed for 50% of their airfare and hotel costs.

Cancellation Policy:

All cancellations after April 30, 2019 are subject to payment for all costs; i.e. meals, copying fees, etc. Substitutions are always accepted.

Additional Information:

A pre-trip planning session will be scheduled in April (date and time are pending). We will be discussing logistics for the trip and identifying lead speakers and discussing their roles.



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