

**CITY MANAGER'S REPORT  
FEBRUARY 12, 2018 CITY COUNCIL REGULAR MEETING**

**ITEM: OUT-OF-STATE TRAVEL APPROVAL FOR THE 2018 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 2018 San Joaquin One Voice Trip to Washington, D.C. from April 15, 2018 to April 19, 2018, and Approving Related Budget Amendment**

**BACKGROUND:**

Over the past several years, City officials have participated in fourteen San Joaquin One Voice visits to Washington D.C., to promote jurisdictional projects and needs. In 2017, Council adopted resolution 17-4192 authorizing two Councilmembers and the City Manager to attend this event. Councilmember Akinjo, Councilmember Dresser, and City Manager Stephen Salvatore represented the City in 2017.

However, in previous years, the Mayor, a Council Member, and the City Manager have participated on the trip. This year, the conference will be from April 15 to April 19, 2018. 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, during the FY 2012/13 budget process, Council approved 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 City Council Members to attend this years' One Voice Legislative 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 years' One Voice Legislative Event, funds are available. If Council Members are interested in attending this trip, the following options are available for consideration.

<b>Options Include</b>		<b>Cost</b>	<b>Budget Amendment</b>
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 2018	None	None

**CITY MANAGER'S REPORT  
FEBRUARY 12, 2018 CITY COUNCIL REGULAR MEETING  
2018 ONE-VOICE TRIP OUT-OF-STATE TRAVEL**

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

**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 fourteen (14) 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.

<b>Options Include</b>	<b>Cost</b>	<b>Budget Amendment</b>
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 2018	None	None


**ATTACHMENTS:**

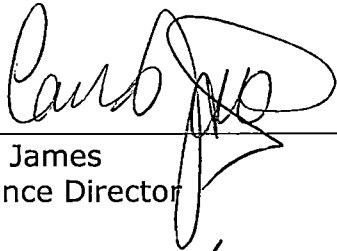
- A. Resolution Authorizing Out-of-State Travel
- B. San Joaquin One Voice 2018 Registration Information
- C. San Joaquin One Voice 2018 Draft Schedule of Events

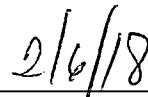
**CITY MANAGER'S REPORT  
FEBRUARY 12, 2018 CITY COUNCIL REGULAR MEETING  
2018 ONE-VOICE TRIP OUT-OF-STATE TRAVEL**


**APPROVALS:**

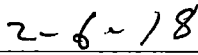
  
\_\_\_\_\_  
Teresa Vargas  
City Clerk

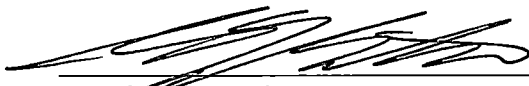
  
\_\_\_\_\_  
Date


  
\_\_\_\_\_  
Cari James  
Finance Director

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Salvador Navarrete  
City Attorney

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Stephen J. Salvatore  
City Manager

  
\_\_\_\_\_  
Date

**RESOLUTION NO. 18-\_\_\_\_\_**

**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 APRIL 15, 2018 TO APRIL 19, 2018, 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 2017, Council adopted resolution 17-4192 authorizing two Councilmembers and the City Manager to attend this event; and

**WHEREAS**, Councilmember Akinjo, Councilmember Dresser, and City Manager Stephen Salvatore represented the City in 2017; 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**, during the 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 this years' 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:

<b>Options Include</b>	<b>Cost</b>	<b>Budget Amendment</b>
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 2018	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 following amendment from the General Fund Reserves to the City Council Training and Travel Account for the corresponding approved option:

Option #	Budget Amendment	Fund Account
1	\$7,600	1010-11-10-435-20-00
2	\$3,800	
3	\$3,800	
4	\$0	
5	\$0	

The foregoing resolution was passed and adopted this 12<sup>th</sup> day of February, 2018, 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

# ATTACHMENT B

## San Joaquin One Voice®

Trip Date: April 15-19, 2018

The annual San Joaquin One Voice® trip is scheduled for April 15-19, 2018 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 26, 2018**. 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 2018 program.

### **Accommodations:**

A block of rooms have been reserved at the Washington Court Hotel for April 14-19. 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 March 14, 2018. You can make a reservation by visiting [www.sjcog.org/onevoice](http://www.sjcog.org/onevoice) and clicking on the link provided or by contacting the hotel directly at 800-321-3010.

*Please Note:* The hotel is often sold out in April. Participants are encouraged to make their reservations as soon as possible.

### **Registration:**

A \$175 registration fee is required for each participant attending the 2018 San Joaquin One Voice® trip. The fee is due by April 2, 2018 and includes the costs of your materials, four breakfasts, 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 6, 2018 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 early April (date and time are pending). We will be discussing logistics for the trip and identifying lead speakers and discussing their roles.



# 2018 San Joaquin One Voice<sup>®</sup> 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 must pay if they will be participating in any meals) and must be paid by April 2, 2018. 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<sup>®</sup> 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<sup>®</sup> meetings rely on participation from our delegates. Please discuss any separate meetings you may be scheduling with our staff so the One Voice<sup>®</sup> meeting schedule can be modified to insure maximum and comprehensive attendance at all One Voice<sup>®</sup> meetings.



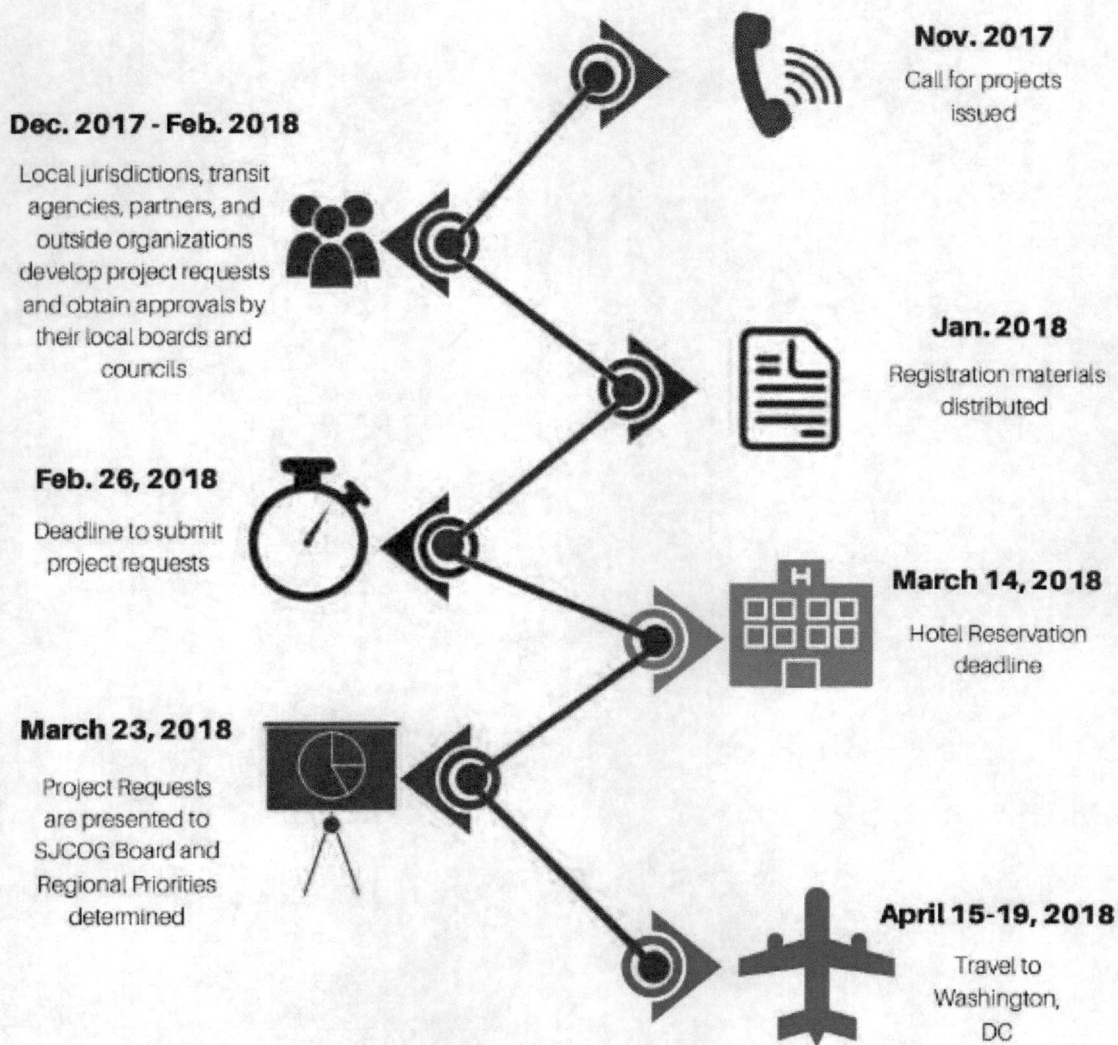




# ATTACHMENT C

The dates for the 2018 San Joaquin One Voice® are April 15 - 19, 2018.

Call for Projects	Be a Sponsor!	Registration & Accommodations	2018 Schedule	One Voice Approach	Successes
-------------------	---------------	-------------------------------	---------------	--------------------	-----------



**PAGE LEFT  
INTENTIONALLY  
BLANK**