

ITEM 5.5

CITY MANAGER'S REPORT FEBRUARY 12, 2024 CITY COUNCIL REGULAR MEETING

ITEM: OUT OF STATE TRAVEL APPROVAL FOR THE 2024 SAN JOAQUIN COUNTY ONE VOICE TRIP

RECOMMENDATION: Adopt Resolution Authorizing Out of State Travel for the 2024 San Joaquin One Voice Trip to Washington, D.C. from May 5-9, 2024, and Approval of Related Budget Amendment

BACKGROUND:

Over the past several years, City officials have participated in approximately eighteen (18) San Joaquin One Voice visits to Washington D.C., to promote jurisdictional projects and needs. This year, the conference will be from May 5, 2024 through May 9, 2024. 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 Trip 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. \$16,200	Approx. \$10,800
2.	Send 1 Council Member & City Manager	Approx. \$10,800	Approx. \$5,400
3.	Send 1 Council Member	Approx. \$5,400	Approx. \$5,400
4.	Send City Manager	Approx. \$5,400	None
5.	Do not send representatives in 2024	None	None

This report identifies estimated costs to attend the One Voice visit this year. *The proposed cost estimate is based on accruals from the 2023 trip.

**CITY MANAGER’S REPORT
 FEBRUARY 12, 2024 CITY COUNCIL REGULAR MEETING
 2024 ONE VOICE TRIP OUT OF STATE TRAVEL**

REASON FOR RECOMMENDATION:

This trip helps promote regional projects that align with the San Joaquin Council of Governments’ themed concepts of Environmental Sustainability, Trade Corridors, Innovation, Technology Growth Management, and Social Equity and Mobility. Therefore, during the December 11, 2023, City Council Regular Meeting, the City Council approved the Louise Avenue and Interstate 5 Project, CIP PS 06-06, as the City of Lathrop submittal for the 2024 San Joaquin Council of Governments One Voice Project Nominations. The City will pursue approximately \$26.6 Million for design, right-of-away acquisition, and construction.

As a result of staff’s participation during these regional trips, the City has benefited with more than \$1,790,000 in federal appropriations from its efforts over the past eighteen (18) 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.

As a consistent practice, SJCOG will reimburse Board members for the following; 50% of airfare and hotel expenses, in addition to covering 100% of ride-share, mileage, or taxi services. Also, based upon SJCOG’s policy, per diems will be covered (\$10 for breakfast, \$15 for lunch, and \$30 for dinner). Certain expenses, such as flight upgrades, additional hotel nights beyond the specified group rate period (May 4 - 9 2024), and rental cars cannot be reimbursed by SJCOG.

Options Include		Cost	Budget Amendment
1.	Send 2 Council Members & City Manager	Approx. \$16,200	Approx. \$10,800
2.	Send 1 Council Member & City Manager	Approx. \$10,800	Approx. \$5,400
3.	Send 1 Council Member	Approx. \$5,400	Approx. \$5,400
4.	Send City Manager	Approx. \$5,400	None
5.	Do not send representatives in 2024	None	None

ATTACHMENTS:

- A. Resolution Authorizing Out-of-State Travel
- B. San Joaquin One Voice 2024 Registration Information
- C. SJCOG One Voice Itinerary

**CITY MANAGER'S REPORT
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2024 ONE VOICE TRIP OUT OF STATE TRAVEL**

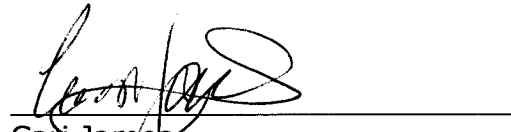
APPROVALS:



Teresa Vargas
Government Services Director &
City Clerk

2/6/24

Date



Carl James
Finance Director

2/7/2024

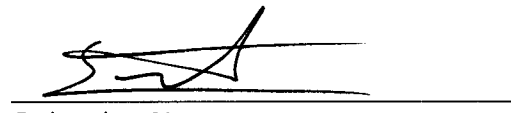
Date



Thomas Hedegard
Deputy City Manager

2/7/2024

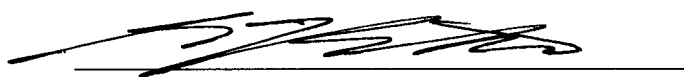
Date



Salvador Navarrete
City Attorney

2-6-2024

Date



Stephen J. Salvatore
City Manager

2/7/24

Date

RESOLUTION NO. 24 -

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LATHROP AUTHORIZING OUT OF STATE TRAVEL FOR THE SAN JOAQUIN ONE VOICE TRIP TO WASHINGTON, D.C. FROM MAY 5, 2024 TO MAY 9, 2024, AND APPROVING RELATED BUDGET AMENDMENT

WHEREAS, over the past several years, City officials have participated in approximately eighteen San Joaquin One Voice visits to Washington D.C., to promote jurisdictional projects and needs; 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 up 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. At that time, it estimated a savings of \$3,500 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 attend the One Voice legislative event, a budget amendment request would come back to Council for approval; and

WHEREAS, 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; and

WHEREAS, the following options were considered by Council:

Options Include		Cost	Budget Amendment
1.	Send 2 Council Members & City Manager	Approx. \$16,200	Approx. \$10,800
2.	Send 1 Council Member & City Manager	Approx. \$10,800	Approx. \$5,400
3.	Send 1 Council Member	Approx. \$5,400	Approx. \$5,400
4.	Send City Manager	Approx. \$5,400	None
5.	Do not send representatives in 2024	None	None

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Lathrop discussed the matter and hereby approves option #____ , to have City and Council participant(s) attend the 2024 One Voice legislative event in Washington, D.C.; 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	\$10,800	1010-11-10-435-20-00
2	\$5,400	
3	\$5,400	
4	N/A	
5	N/A	

The foregoing resolution was passed and adopted this ____ day of ____ 202____, by the following vote of the City Council, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Sonny Dhaliwal, Mayor

ATTEST:

APPROVED AS TO FORM:

Teresa Vargas, City Clerk



Salvador Navarrete, City Attorney

2024 San Joaquin One Voice®



The San Joaquin One Voice® trip to DC is scheduled for May 5-9, 2024, 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.

Accommodations:

A block of rooms is being reserved at the Hyatt Regency Washington on Capitol Hill for May 04-9, 2024. SJCOG has negotiated a group rate of \$349 or \$364 (plus applicable taxes) for single and double occupancy. More details regarding accommodations will follow.

Link: [Click to book a room](#)

Group Name: San Joaquin Council of Governments

Group Code: G-SJQN

Check-in: 05-MAY-2024

Check-out: 09-MAY-2024

Hotel Name: Hyatt Regency Washington on Capitol Hill

Hotel Address: 400 New Jersey Ave NW Washington, DC, District of Columbia 20001

Registration:

A \$200 registration fee is required for each participant attending the 2024 San Joaquin One Voice® trip. The fee is due by April 12, 2024, and includes the costs of your materials, breakfast each day, and the SJCOG sponsored 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 (or their elected designee) shall be reimbursed 50% of their airfare and hotel costs.

Cancellation Policy:

No refund of registration fees for all cancellations after April 19, 2024. Substitutions are 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.

**Please note that plans are subject to change due to any medical or other restrictions at the time of the trip that would affect the ability to meet in person with administration and legislative persons.*

One Voice® is a registered trademark of the San Joaquin Council of Governments



San Joaquin Council of Governments • 555 East Weber Avenue • Stockton, California 95202
Phone: 209-235-0444 • Fax: 209-235-0438 • Email: onevoice@sjcog.org

SAN JOAQUIN ONE VOICE®
2024 REGISTRATION FORM

Contact Information:

Name _____ Title: _____

Organization: _____

Address: _____ City: _____

State/Zip: _____ Phone: _____

Email: _____ Cell Phone: _____

The cost is **\$200 per person** and includes all 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 14. The registration fee is waived for SJCOG Board members. Registration fees underwrite the direct costs of the trip.

Amount Enclosed \$ _____

Additional Contact Information:

If you are filling out this registration form for someone and would like to be included in future communication for scheduling purposes, please include your contact information below:

Name: _____ Title: _____

Email: _____ Phone: _____

Please Note:

The purpose of the San Joaquin One Voice® trip is to seek federal support or funding for projects of 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 ensure maximum and comprehensive attendance at all One Voice® meetings.



Attachment C

SJCOG One Voice® Itinerary May 5-9 Draft as of January 9, 2024

Any meetings listed on this schedule are subject to change, this is not a final list of meetings expected to occur.

Monday, May 6

- 7:00 – 9:30 a.m. Buffet Breakfast/Group Briefing with CJ Lake team
Hyatt Regency Washington on Capitol Hill Hotel, Room TBD
- 6:00 p.m. San Joaquin RTD/Regional Rail Commission Hosted Dinner
(All Invited) – Additional details with RSVP instructions to follow.

Tuesday, May 7

- 7:00 – 9:30 a.m. Buffet Breakfast/Day Briefing
Hyatt Regency Washington on Capitol Hill, Room TBD
- 6:30 p.m. Port of Stockton Hosted Dinner
(All invited) – RSVP information and additional details to follow.
*Please Note: **Dress Code – Jackets are required, tie optional.*

Wednesday, May 8

- 7:30 – 8:30 a.m. Buffet Breakfast/Day Briefing
Hyatt Regency Washington on Capitol Hill, Room TBD
- 5:00 – 6:30 p.m. One Voice® Reception with Congressional Members (and staff)
– Hyatt Regency Washington on Capitol Hill
Hotel, Room TBD
- 6:45 p.m. Washington Nationals Ball Game – (All invited) Additional
details and RSVP information to follow.

Thursday, May 9

Open for non-One Voice® meetings/travel