

COUNCIL POLICY

SUBJECT: SISTER CITY PROGRAM TRAVEL BY COUNCIL MEMBERS
POLICY NO.: 000-14
EFFECTIVE DATE: September 26, 1972

BACKGROUND:

The Sister City program originated in 1958 as a result of a request of President Eisenhower for cities to participate as part of his program on international relations for the purpose of aiding in the development of mutual understanding between cities of free countries. One facet of the program was furthering economic and cultural cooperation and interchange between the participating entities. The City of San Diego established its first Sister City relationship with Yokohama, Japan, on March 11, 1958, to achieve the above-stated objective through the sponsorship of cultural exchanges and goodwill visits. Since that date, at the recommendation and with concurrence of the International Affairs Board, The City of San Diego has established additional sister City ties with the cities of Leon in the Republic of Mexico on July 29, 1969, and Cavite City in the Philippine Islands on September 11, 1969, to provide a continuing program of international municipal interchange which will be mutually beneficial to good relations and understanding.

PURPOSE:

It is the intention of the City Council to provide by this policy a set of uniform guidelines to govern travel by Council members in furthering the objectives of the Sister City program of The City of San Diego and to establish procedures for processing authorization to travel and reimbursement of expenses incurred therein.

POLICY:

1. It is the policy of The City of San Diego that all travel in connection with the Sister City program shall be in furtherance of the stated objectives of said program as set forth in the Council actions establishing the Sister City relationships.
2. Authorization of Sister City travel and appropriation of sufficient funds to cover the authorized trips shall be accomplished as part of the annual budgetary process and shall be included in the annual travel program. Justification for travel should contain specific objectives to be achieved by the requested trip.
3. The Council shall have the discretion, upon approval of said Sister City travel, to determine an appropriate number of days to be allocated to the requested trip and shall appropriate funds sufficient to cover first class round-trip travel costs to the designated Sister City for the Council member, plus a reasonable per diem allowance to defray expenses during the official visit.
4. The Council shall select from among its members those persons who shall be authorized to perform Sister City travel. The procedure for selection shall be determined by the Council and designation of specific representatives shall be made during budget sessions, giving

consideration to seniority, availability, and other criteria as established from time to time by the Council.

5. In the event the Council member selected desires to take additional vacation and perform further travel in conjunction with a Sister City trip, authorization for such absence shall be effected by separate formal resolution of the Council. No funds shall be appropriated nor shall any expenses be incurred or reimbursed by The City of San Diego for such additional travel by any Council member.

HISTORY:

Adopted by Resolution R-206597 09/26/1972