

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

February 6, 2024

FROM

DEREK ARMSTRONG, Director, Economic Development Department

SUBJECT

Out-of-Country Travel Request

RECOMMENDATION(S)

Approve out-of-country travel request for a five-person delegation of San Bernardino County representatives, at an anticipated cost of \$1,900 per representative, to travel to Wuxi, China for the period of March 16, 2024, through March 24, 2024, to represent the County at the 2024 Wuxi "International Month" and the 11th Wuxi International Sister Cities Forum.

(Presenter: Derek Armstrong, Director, 387-4386)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Promote the Countywide Vision.

Create, Maintain and Grow Jobs and Economic Value in the County.

Ensure Development of a Well-Planned, Balanced, and Sustainable County.

FINANCIAL IMPACT

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). The airfare cost of the out-of-country travel is estimated to be \$1,900 per San Bernardino County (County) representative. Accommodations, meals, and local transportation will be provided by Wuxi, China. An allocation of up to \$5,000 is designated for unforeseen expenses related to out-of-country travel, such as meeting room rentals, seminars, networking events, group transportation, or any other costs that may arise during the County's participation in the 2024 Wuxi "International Month" and the 11th Wuxi International Sister Cities Forum (collectively, Conference). Sufficient appropriation is included in the Economic Development Department's (ED) 2023-24 budget to fund these costs.

BACKGROUND INFORMATION

The County is an increasingly important gateway for international trade and, therefore, potential recipient of foreign direct investment. Led by the Board of Supervisors (Board), ED has established a trade and investment program to attract foreign direct investment and promote the County as a prime destination, setting the groundwork to create new jobs, increase capital availability for local businesses, contribute to higher economic productivity and growth, and increase global competitiveness.

A Memorandum of Understanding (MOU) template was approved by the Board on May 24, 2016 (Item No. 73), for the establishment of trade and investment cooperative relationship building with international agencies. The MOU is a statement of mutual intent to support cooperation and communication to promote business, including advanced manufacturing,

**Out-of-Country Travel Request
February 6, 2024**

logistics, warehouse and distribution, transportation and infrastructure, healthcare, agriculture, education, clean energy and tourism.

On January 24, 2017 (Item No. 71), the Board approved out-of-country travel for County representatives to visit China. The Board also approved a non-financial MOU No. 17-949 to establish international trade and investment cooperation with Wuxi, China, which was signed in China on February 20, 2017, and expired on February 20, 2022. On November 15, 2022 (Item No. 36), the Board approved a new five-year non-financial MOU No. 22-1109 for the continuation of international trade and investment cooperation with Wuxi, China, which was executed on April 6, 2023.

On September 26, 2023 (Item No. 32), the Board approved a four-person delegation of County representatives to attend the Fifth China-U.S. Sister Cities Conference in Suzhou, China, from October 29, 2023 through November 5, 2023.

On January 4, 2024, ED received an invitation from the City of Wuxi to attend the Conference and the International Mayor's Round Table Conference, which will take place March 19, 2024 through March 21, 2024. As part of the invitation, the City of Wuxi will host discussions with the delegation for two days after the Conference in furtherance of the County's MOU and to increase cooperation between the County and the City of Wuxi. As outlined in the invitation, the City of Wuxi is covering the accommodation, meals, and local travel costs for the County representatives. However, the County delegation is responsible for all cost associated with international travel to and from China.

In furtherance of the County's MOU and since the County is seeking to establish a Sister City Agreement with Wuxi, China, it is recommended that the County send a delegation to the Conference. The delegation will consist of two County ED staff and three representatives from the Second District Office to represent the County at the Conference.

Per County Policy No. 08-04, prior approval for travel outside of the United States for County business must be authorized by the Board.

PROCUREMENT

N/A

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Dawn M. Martin, Deputy County Counsel, 387-5455) on January 29, 2024; Finance (Carl Lofton, Administrative Analyst, 387-5404) on January 29, 2024; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on January 29, 2024.

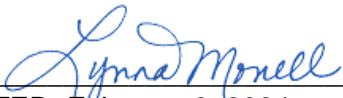
**Out-of-Country Travel Request
February 6, 2024**

Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Curt Hagman
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: February 6, 2024



cc: File - Travel Requests/Out-of-Country
CCM 02/12/2024