

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

September 26, 2023

FROM

DEREK ARMSTRONG, Director, Economic Development

SUBJECT

Out-of-Country Travel Request

RECOMMENDATION(S)

Approve out-of-country travel request for a four-person delegation of County representatives to travel to Suzhou, China for the period of October 29, 2023 through November 5, 2023, to represent the County at the China-U.S. Sister Cities Conference.
(Presenter: Derek Armstrong, Director, 387-4385)

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

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On January 24, 2017 (Item No. 71), the Board approved out-of-country travel for County representatives to visit China. The Board also approved an MOU with Wuxi, China (Agreement No. 17-949), 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 MOU with Wuxi, China (County Contract No. 22-1109), which was executed on April 6, 2023.

On August 21, 2023, ED received an invitation from the City of Wuxi to attend the Fifth China-U.S. Sister Cities Conference in Suzhou, China, which will take place November 3, 2023 through November 5, 2023. As part of the invitation, the City of Wuxi will host discussions with the delegation the day prior to 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 up to four County representatives. However, the County delegation is responsible for all cost associated with international travel to and from China.

In the interest of continuing and strengthening the County's partnership with Wuxi, China, and its local municipal districts, it is recommended that the County send a delegation to the conference. The delegation will consist of two County Leadership staff and two 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 September 7, 2023; Finance (Carl Lofton, Administrative Analyst, 387-5404) on September 8, 2023; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on September 8, 2023.

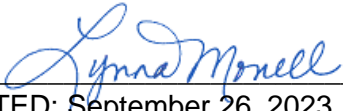
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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: September 26, 2023



cc: File - Travel Requests/ Out-of-Country
jm 10/4/2023