



# Memorandum

**TO:** RULES & OPEN  
GOVERNMENT  
COMMITTEE

**FROM:** Mayor Sam Liccardo

**SUBJECT:** REQUEST TO TRAVEL

**DATE:** September 20, 2021

Approved:

Date:

September 20, 2021

**RECOMMENDATION:** Authorize travel for Mayor Liccardo to Dayton, OH, from September 30 - October 2, 2021, to attend the United States Conference of Mayors (USCM) Leadership Meeting.

**Authorization for:** Mayor Sam Liccardo

**Location:** Dayton, Ohio

**Meeting Dates:** September 30 – October 2, 2021

**Source of Funds:** Mayor/Council Travel Budget

**Purpose:**

The Conference holds its Winter Meeting each January in Washington, D.C., and an Annual Meeting each June in a different U.S. city. Additional meetings, including this Leadership Meeting, and events are held as directed by the Conference leadership.

Through these convenings, mayors contribute to the development of national urban policy by serving on one or more of the conference's standing committees. Conference policies, programs, and opportunities for shared advocacy in the advancement of the needs of cities in the U.S. are developed and guided by an Executive Committee and Advisory Board, which Mayor Liccardo serves on, as well as on standing committees and task forces.

Pursuant to Council Policy 9-5, Travel by Elected and Appointed City Officials, this travel falls as an allowable use under the Mayor/Council Travel Budget under F.4.d, Trips to represent the City at the U.S. Conference of Mayors when appointed by the Council or otherwise officially appointed to serve on such boards or committees.