



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Jennifer A. Maguire

**SUBJECT:** REQUEST TO TRAVEL

**DATE:** November 29, 2022

## RECOMMENDATION

Authorize travel for City Manager Jennifer Maguire to San Antonio, Texas on January 26 - 29, 2023 to participate in the Large Cities Executive Forum.

Authorization for: Jennifer Maguire

Location: San Antonio, Texas


Meeting Dates: January 26 – 29, 2023

Source of Funds: General Fund/City Manager's Non Personal/Equipment Appropriation

Purpose: City Managers with populations over 250,000 are invited to attend the Large Cities Executive Forum. The Forum will discuss key issues affecting large cities.

## CEQA

Not a Project, File No. PP17-010, City Organizational and Administrative Activities resulting in no changes to the physical environment.

  
JENNIFER A. MAGUIRE  
City Manager