



Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: Vice Mayor Magdalena Carrasco

SUBJECT: REQUEST TO TRAVEL AND EXCUSED ABSENCE

DATE: 10-11-17

Recommendation: Authorize travel for Vice Mayor Magdalena Carrasco to Annapolis, Maryland on October 31- November 3 for the Sister Cities International Fall Conference, and excuse my absence from the Regular Meeting of the City Council on Oct. 31 and Rules and Open Government Committee on November 1, 2017.

Location: Annapolis, Maryland

Meeting Dates: October 31 - November 3, 2017

Source of Funds: Mayor/Council Travel Budget

Purpose: Vice Mayor Magdalena Carrasco will be representing the City of San Jose at the Sister Cities International Fall Conference.