



# Memorandum

**TO:** CITY COUNCIL

**FROM:** Mayor Matt Mahan

**SUBJECT:** REQUEST TO TRAVEL

**DATE:** January 30, 2025

Approved:

Date:

01/30/2025

**RECOMMENDATION:** Authorize travel for Mayor Mahan to attend the South by Southwest (SXSW) Conference in Austin, TX on March 10-11, 2025, and excuse absence from the City Council meeting on Tuesday, March 11, 2025.

**Location:** Austin, TX

**Meeting Dates:** March 10-11, 2025

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

**Anticipated Costs:** \$1,050

**Purpose:**

Mayor Mahan will be joining Autodesk in the South by Southwest Conference featuring discussions about industry and local government building sustainable cities of the future.

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.f (Clear monetary benefit is evident) and F.4.g (Revenue enhancement opportunity is clearly attainable) by increasing San José's visibility to the global community and focusing on how collaboration between industry and government is transforming urban infrastructure and creating lasting positive impacts on communities.



# Memorandum

**TO:** CITY COUNCIL

**FROM:** Toni Taber, MMC  
City Clerk

**SUBJECT: MAYOR/COUNCIL TRAVEL  
BUDGET FY 2024-2025**

**DATE:** 2/3/2025

Per Council Travel Policy 9-5, “For proposals requesting funding from the Mayor/Council Travel Budget, the City Clerk’s Office will submit a statement with the travel request showing how much uncommitted funds remain in the Mayor/Council Travel Budget and how much year-to-date each trip has cost.”

Description	Balance
Mayor Council Travel Budget (FY 2024-25)	\$10,000.00
Councilmember Cohen travel to League of California Cities Annual Conference in Long Beach, CA (October 16-18, 2024)	\$1,664.00
Councilmember Foley travel to Dublin Sister City in Ireland (September 8-12, 2024)	\$1,808.45
Mayor Mahan travel to Bay Area Host Committee in New Orleans (February 7-10, 2025)	\$4,150.00
Mayor Mahan travel to South by Southwest in Austin (March 10-11, 2025)	\$1,050.00
<b>Remaining Balance for FY 2024-25</b>	<b>\$ 1,327.55</b>