



## Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

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

A handwritten signature in blue ink, appearing to read "Toni J. Taber", is placed over the printed name and title of the City Clerk.

**SUBJECT:** SEE BELOW

**DATE:** January 28, 2025

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**SUBJECT: Request for Travel Authorization for Mayor**

**Recommendation**

As recommended by the Rules and Open Government Committee on January 22, 2025, authorize travel for Mayor Mahan to attend the Bay Area Host Committee Events in New Orleans, Louisiana on February 7-10, 2025. Source of Fund: Mayor/Council Travel Budget.  
CEQA: Not a Project, File No. PP17-010, City Organizational and Administrative Activities resulting in no changes to the physical environment. (Mayor)  
[Rules Committee referral 1/22/2025 - Item B.6]



# Memorandum

**TO:** CITY COUNCIL

**FROM:** Mayor Matt Mahan

**SUBJECT:** REQUEST TO TRAVEL

**DATE:** January 15, 2025

Approved:

Date:

01/15/2025

**RECOMMENDATION:** Authorize travel for Mayor Mahan to attend the Bay Area Host Committee Events in New Orleans on February 7-10, 2025.

**Location:** New Orleans, LA

**Meeting Dates:** February 7-10, 2025

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

**Anticipated Costs:** \$4,150

**Purpose:**

Mayor Mahan will be a guest of the Bay Area Host Committee where he will be participating in the ceremony of the National Football League officially handing over the next Super Bowl to the Bay Area Host Committee.

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).

Mayor Mahan will not be missing any City or non-City legislative body meetings.