



# Memorandum

**TO:** RULES AND OPEN  
GOVERNMENT  
COMMITTEE

**FROM:** Mayor Sam Liccardo

**SUBJECT:** REQUEST TO TRAVEL  
AND EXCUSED ABSENCE

**DATE:** August 30, 2018

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**Approved:**

**Date:** 8/30/18

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**Recommendation:** Authorize travel for Mayor Liccardo to attend the Silicon Valley Organization Study Mission Trip in Seattle, WA on October 2-3, 2018; and approval for Rules Committee absence on 10/3/18.

**Location:** Seattle, Washington

**Meeting Dates:** October 3-5, 2018

**Source of Funds:** Mayor's Office Budget

**Purpose:** The Silicon Valley Organization Study Mission Trip is an annual gathering of key Silicon Valley business and community leaders to learn best practices and bring back ideas to make their communities a better place to live and work. The program focuses on issues ranging from developing business investment, transportation, attracting major sports leagues, and more. Attendees leave with practical knowledge they can apply to their daily municipal challenges.