



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Jennifer A. Maguire

**SUBJECT:** City Manager's Travel to  
Austin, Texas

**DATE:** May 28, 2025

---

## **RECOMMENDATION**

Authorize travel for City Manager Jennifer Maguire to Austin, Texas on July 24 – 26, 2025 to participate in the Large Cities Executive Forum.

Authorization for: Jennifer A. Maguire

Location: Austin, Texas

Meeting Dates: July 24 – 26, 2025

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