



## *Memorandum*

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Vice Mayor Magdalena  
Carrasco

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

**DATE:** 10-11-17

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**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.