



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Vice Mayor Magdalena  
Carrasco

**SUBJECT:** REQUEST FOR TRAVEL

**DATE:** January 29, 2018

**APPROVE:**

**DATE:**

1/29/18

**RECOMMENDATION:**

- (a) Accept travel payments and authorize travel for Vice Mayor's staff, Kiara Arreola to Guadalajara, Mexico from February 13, 2018 to February 17, 2018 for the All Mexico-United States Sister Cities Mayors' Summit.

**Authorization for:** Kiara Arreola

**Location:** Guadalajara, Mexico

**Meeting Dates:** February 13-17, 2018

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

**Purpose:** Vice Mayor Carrasco is a co-chair of the Sister City Summit. Kiara Arreola staff to Vice Mayor Carrasco has been supporting the Vice Mayor will be supporting the Vice Mayor. Vice Mayor Carrasco will be attending as the representative from San Jose to the All Mexico-United States Sister Cities Mayors' Summit. Cities and counties from the USA and Mexico will gather in Guadalajara as part of the All Mexico – US Sister Cities Mayor's Summit to discuss ways to advance sister city programs between the US and Mexico into the future.

It is a great opportunity to showcase grassroots citizen diplomacy in US – Mexico partnerships, revitalize diplomatic relationships, and launch new and innovative programs between communities in each country related to arts and culture; business and trade; youth and education; and humanitarian assistance.