



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** David Sykes

**SUBJECT:** REQUEST TO TRAVEL

**DATE:** September 5, 2018

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**Recommendation:** Authorize travel for City Manager David Sykes to Seattle, Washington on October 3 - 5, 2018 to participate in the Silicon Valley Organization (CVO) 2018 Annual Study Mission.

**Authorization for:** David Sykes

**Location:** Seattle, Washington

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

**Source of Funds:** City Manager's Non Personal Appropriation

**Purpose:** To learn about the public policy approaches and public-private partnerships that have sustained the growth and prosperity of Seattle.

DAVID SYKES  
City Manager