



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Vice Mayor Magdalena  
Carrasco

**SUBJECT:** REQUEST FOR TRAVEL

**DATE:** October 26, 2018

**APPROVE:**

**DATE:**

October 26, 2018

**RECOMMENDATION:** Authorize travel for Vice Mayor Carrasco to Los Angeles, California on November 7-9, 2018 and place on the November 13, 2018 Council Agenda.

**Authorization for:** Vice Mayor Magdalena Carrasco

**Location:** Los Angeles, California

**Meeting Dates:** November 7-9, 2018

**Source of Funds:** District 5 Office Budget

**Purpose:** Vice Mayor Carrasco will represent the City of San Jose at the Sister Cities International Fall Conference in Los Angeles, California. The Vice Mayor is an elected member of the Board of Directors for Sister Cities International.