



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Jennifer A. Maguire

SUBJECT: REQUEST TO TRAVEL

DATE: September 1, 2021

RECOMMENDATION

Authorize travel for City Manager Jennifer Maguire to Portland, Oregon on October 1 – 3, 2021 to participate in the Large Cities Executive Forum.

Authorization for: Jennifer Maguire

Location: Portland, Oregon

Meeting Dates: October 1 – 3, 2021

Source of Funds: General Fund/City Manager's Non Personal 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