



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Jennifer A. Maguire

**SUBJECT:** REQUEST TO TRAVEL

**DATE:** January 29, 2024

## RECOMMENDATION

Authorize travel for City Manager, Jennifer Maguire to Kansas City, Missouri on April 11 – 13, 2024 to participate in the Large Cities Executive Forum.

Authorization for: Jennifer A. Maguire

Location: Kansas City, Missouri

Meeting Dates: April 11 – 13, 2024

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

Purpose: City Managers for cities with populations over 250,000 are invited to attend the Large Cities Executive Forum. The forum discusses key issues affecting large cities, such as homelessness, blight, safety, and attracting and retaining talent.

## 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