



Memorandum

**TO: HONORABLE MAYOR AND
CITY COUNCIL**

FROM: KANSEN CHU

A handwritten signature in black ink that reads "Kansen Chu".

SUBJECT: SEE BELOW

DATE: October 5, 2011

RECOMMENDATION:

I am requesting that the Mayor and City Council excuse my absence from Council Meetings on November 1, 2011 due to the following:

Authorized City Business

Travel to China for the Technology Fast 50 Conference in Shenzhen and meetings with officials in Beijing and Tianjin to discuss establishing direct flights to San José and a San José-China Desk in Beijing per travel request dated 9/30/11.

cc: City Clerk
Agenda desk