



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Debra Figone

SUBJECT: REQUEST TO TRAVEL

DATE: December 15, 2011

Recommendation: Authorize travel for City Manager Debra Figone:
(a) To San Antonio, Texas on January 18-20, 2012, to participate in the Large Cities Executive Forum; and
(b) To proceed to Dallas, Texas on January 21-23, 2012, to attend the American Library Association Conference.

Authorization for: City Manager Debra Figone

Location: San Antonio and Dallas, Texas

Meeting Dates: January 18-20, 2012 (San Antonio, Texas)
January 21-23, 2012 (Dallas, Texas)

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

Purpose: Opportunity for City Managers, City Administrators and Executives to connect on big city issues.



Debra Figone
City Manager