



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE CITY COUNCIL**

**DATE: AUGUST 19, 2025**

**FROM: MAYOR PATRICIA LOCK DAWSON  
& COUNCILMEMBER STEVEN ROBILLARD      WARDS: ALL**

**SUBJECT: INTERNATIONAL TRAVEL EXPENSES FOR MAYOR LOCK DAWSON AND  
COUNCILMEMBER ROBILLARD IN THE AMOUNT OF \$4,669.90 EACH FOR A  
TRIP SCHEDULED TO JAPAN AND SOUTH KOREA ON SEPTEMBER 10-20,  
2025**

## **ISSUE:**

The issue for City Council consideration is approval of the travel expenses in the amount of \$4,669.90 each for Mayor Lock Dawson and Councilmember Robillard for the City's international trip to Japan and South Korea scheduled for September 10-20, 2025.

## **RECOMMENDATIONS:**

That City Council consider Mayor Lock Dawson's and Councilmember Robillard's request for travel expenses in the amount of \$4,669.90 each for the City's international trip to Japan and South Korea for September 10-20, 2025.

## **BACKGROUND:**

Recognizing the importance of international affairs, trade and tourism, the City Council adopted an amendment to the Administrative Policy Manual on March 12, 2013 to establish guidelines for the approval of international travel; Policy 04.001.10(International Travel) was added to provide specific guidelines that City Officials and employees must follow when arranging international travel. Consistent with the Policy, the reimbursement of expenses for a Mayor and Councilmember's international trip must be approved by the City Council during a City Council meeting in advance of the proposed travel.

Mayor Lock Dawson & Councilmember Robillard are requesting the approval of travel expenses for the City's planned international trip to Japan and South Korea scheduled for September 10-20, 2025. The purpose of this trip is to increase the visibility of the City of Riverside, launch and promote an aggressive foreign direct investment strategy in Japan and South Korea, and promote goodwill and diplomacy with sister cities. The proposed trade mission to South Korea aims to leverage the country's position as a biotech champion to foster valuable partnerships and expand opportunities to and for the City of Riverside.

Specifically, the objectives of the Mayor & Councilmember's delegation visit are:

- Facilitate strategic dialogues and collaborations that are critical for aligning Riverside's biotech offerings with global standards and trends.
- Position Riverside as an attractive hub for biotech, emphasizing its growing market potential and supportive ecosystem, which is poised for national recognition.
- Create channels for partnerships between Riverside's biotech firms and key stakeholders, enhancing knowledge sharing and innovation.
- Promote economic incentives, the mission will attract biotech companies to invest and expand operations to Riverside, stimulating local economic growth.
- Align higher education initiatives with industry needs, ensuring a skilled workforce ready to support the biotech community in Riverside.

**FISCAL IMPACT:**

The travel expenses for Mayor Lock Dawson's and Councilmember Robillard's trip to Japan and South Korea will total approximately \$4,669.90 each. Sufficient funding is available in City Council's General Fund, Travel and Meeting Expense account 0200000-427103 and Mayor's General Fund, Sister Cities Expense account 0100000-450006.

Travel Expenses (S. Korea Trade Mission and Japan Sister City Summit)	
Airfare and Lodging	\$3128.90
Meals and Incidentals	\$1541.00
Total	\$4,669.90

Submitted by:

  
Patricia Lock Dawson, Mayor

  
Steven Robillard, Councilmember

Approved by: Rebecca McKee-Reimbold, Interim City Attorney

Attachment: Tentative Schedule/Itinerary

## TENTATIVE SCHEDULE

Date	City/Activities
September 10, 2025	Arrival in Japan
September 11, 2025	Site walk and prep
September 12, 2025	Host promotional event for Japanese FDI
September 13-16, 2025	Meetings with Japanese businesses and/or Sister Cities Conference.
September 16, 2025	Depart to South Korea
September 17-19, 2025	Meetings with South Korean businesses
September 20, 2025	Return home