



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE CITY COUNCIL** **DATE: AUGUST 5, 2025**

**FROM: MAYOR PATRICIA LOCK DAWSON** **WARDS: ALL**

**SUBJECT: INTERNATIONAL TRAVEL EXPENSES FOR MAYOR LOCK DAWSON IN THE AMOUNT OF \$422.20 FOR A TRIP TO ENSENADA, MEXICO SCHEDULED FOR AUGUST 13-14, 2025**

## **ISSUE:**

The issue for City Council consideration is approval of the travel expenses in the amount of \$422.20 for Mayor Lock Dawson for the City's international trip to Ensenada, Mexico scheduled for August 13-14, 2025.

## **RECOMMENDATIONS:**

That City Council consider Mayor Lock Dawson's request for travel expenses in the amount of \$422.20 for the City's international trip to Ensenada, Mexico for August 13-14, 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's international trip must be approved by the City Council during a City Council meeting in advance of the proposed travel.

Mayor Lock Dawson is requesting the approval of travel expenses for the City's planned trip to Ensenada, Mexico for a Sister City visit scheduled for August 13-14, 2025.

Specifically, the objectives of the Mayor's Sister City visit are:

- Recognize the City's longstanding relationship with Ensenada ahead of its 50-year Sister City anniversary.
- Take advantage of the opportunity to visit a research institution and discuss economic development opportunities.
- To facilitate in-person meetings between Mayor Lock Dawson and Mayor Muñiz and their respective international relations staff.

**FISCAL IMPACT:**

The travel expenses for Mayor Lock Dawson's trip to Ensenada, Mexico and will total approximately \$422.20. Sufficient funding for travel costs is available in the Mayor's General Fund, Sister Cities account 0100000-450006.

Travel Expenses (Sister City visit-Ensenada, Mexico)	
Mileage reimbursement	\$284.20
Meals and Incidentals (per diem)	\$138.00
Total	\$422.20

Submitted by:

  
Patricia Lock Dawson, Mayor

Approved by: Rebecca McKee-Reimbold, Interim City Attorney

Attachment: Tentative Schedule/Itinerary

## TENTATIVE SCHEDULE

Date	City/Activities
August 12, 2025	Arrival in Mexico
August 13, 2025	Visits to research institution and Ensenada's economic development department
August 14, 2025	Meeting between Riverside and Ensenada Mayors and international relations staff; return to Riverside