



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE CITY COUNCIL **DATE: AUGUST 11, 2026**
FROM: MAYOR PATRICIA LOCK DAWSON **WARDS: ALL**
SUBJECT: INTERNATIONAL TRAVEL (ENSENADA, MEXICO)

ISSUE:

The issue for City Council consideration is approval of the travel expenses for Mayor Lock Dawson for the City's international trip to Ensenada, Mexico scheduled for August 20-23, 2026.

RECOMMENDATIONS:

That City Council consider Mayor Lock Dawson's request for travel expenses for the City's international trip to Ensenada, Mexico for August 20-23, 2026.

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 20-23, 2026.

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

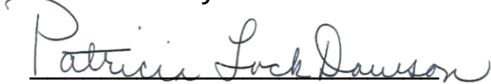
- Recognize the City's longstanding relationship with Ensenada in celebration of the 50-year Sister City anniversary.
- Facilitate in-person meetings between Mayor Lock Dawson and Mayor Agaton Muñoz and their respective international relations staff.
- Meet with the Sister City Committee of Ensenada and participate in a mural unveiling in the cultural center celebrating the 50-year anniversary.

FISCAL IMPACT:

The travel expenses for Mayor Lock Dawson's trip to Ensenada, Mexico will total approximately \$1,120.18. Sufficient funding is available in the Mayor's travel and meeting expense account (120000-427100) to cover the cost of the trip.

Travel Expenses (Sister City visit-Ensenada, Mexico)	
Mileage reimbursement	\$284.20
Meals and Incidentals	\$258.00
Lodging	\$577.98
Total	\$1120.18

Submitted by:



Patricia Lock Dawson, Mayor

Approved by: