



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE CITY COUNCIL **DATE: NOVEMBER 04, 2025**
FROM: MAYOR PATRICIA LOCK DAWSON **WARDS: ALL**
SUBJECT: INTERNATIONAL TRAVEL (SOUTH KOREA)

ISSUE:

The issue for City Council consideration is approval of the travel expenses for Mayor Lock Dawson for the City's international trip to South Korea scheduled for November 10-12.

RECOMMENDATIONS:

That City Council consider Mayor Lock Dawson's request for travel expenses for the City's international trip to South Korea for November 10-12.

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 international trip to South Korea scheduled for November 10-12. The purpose of this trip is to establish a formal relationship with Chaevi, negotiate the details on Chaevi establishing their U.S. headquarters in Riverside and negotiating the number of chargers the city will purchase. Chaevi will host the signing ceremony for a Memorandum of Understanding (MOU) with the City of Riverside at their flagship manufacturing facility in Gumi. This signing will be a meaningful milestone in the partnership between the City of Riverside and Chaevi. The MOU signing with Chaevi senior leadership, CEO, and founders will solidify this valuable partnership and expand opportunities to and for the City of Riverside.

FISCAL IMPACT:

The total fiscal impact of the travel expenses for Mayor Lock Dawson's trip to South Korea will total approximately \$1,912.00. Sufficient funding is available in the General Fund, Mayor Community Relations, Travel and Meeting Expense Account 0120000-427100 to cover the cost of the trip.

Travel Expenses (S. Korea MOU Signing)	
Airfare and Lodging	\$1,654.00
Meals and Incidentals	\$258.00
Total	\$1,912.00

Submitted by:


Patricia Lock Dawson, Mayor

Approved by: Rebecca McKee-Reimbold, Interim City Attorney

Attachment: Tentative Schedule/Itinerary

TENTATIVE SCHEDULE

Date	City/Activities
November 10, 2025	Plant Tour, Discussions on future collaboration, and MOU signing ceremony at Chaevi's flagship manufacturing facility in Gumi