



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Councilwoman Sylvia Arenas
District 8

**SUBJECT: Request to Travel to
Okayama, Japan and
Excused Absence**

DATE: March 13th, 2018

Approved:

Date:

3/14/18

Recommendation: Authorize Councilwoman Arenas' travel to Okayama, Japan from April 4th, 2018 to April 13th, 2018 for the Okayama Sister Cities delegation trip and excuse her absence from the regular meeting of City Council on April 10th, 2018 and her absence for the Neighborhood Services and Education Committee Meeting on Thursday April 12th, 2018

Location: Okayama, Japan

Meeting Dates: April 8th, 2018 to April 12th, 2018

Travel Dates: April 4th, 2018 to April 13th, 2018

Source of Funds: District 8 Office Funds and Personal Funds (personal travel or activities on April 5-7, 2018 will be paid for using personal funds)

Purpose: Councilwoman Arenas will join the Sister Cities Program to engage in and promote civic, economic, and cultural ties between our two cities advancing our continuing Sister Cities partnership with Okayama, Japan.

cc: Toni Taber, City Clerk