



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Councilwoman Sylvia Arenas
District 8

SUBJECT: Request to Travel

DATE: January 22nd, 2018

Approved:

Date:

1/24/18

Recommendation: Authorize Councilwoman Arenas' travel to Guadalajara, Mexico on February 14th, 2018 to February 19th, 2018 for the Mexico – U.S. Sister Cities Mayors Summit.

Authorization for: Councilwoman Sylvia Arenas

Location: Guadalajara, Mexico

Conference Dates: February 15th, 2018 to February 17th, 2018

Travel Dates: February 14th, 2018 to February 19th, 2018

Source of Funds: Mayor/Council Travel Fund, Sister Cities Program, and The City of Guadalajara (personal travel or activities on February 18th and February 19th, 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 Guadalajara, Mexico.