



## 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 13<sup>th</sup>, 2018

**Approved:**

**Date:**

3/14/18

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

**Location:** Okayama, Japan

**Meeting Dates:** April 8<sup>th</sup>, 2018 to April 12<sup>th</sup>, 2018

**Travel Dates:** April 4<sup>th</sup>, 2018 to April 13<sup>th</sup>, 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