



## Staff Report

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**File #:** 16-045

**Version:** 1

**Date:** 5/23/2016

**Item #:** a.

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**TO:** Salem City Council

**FROM:** Mayor Anna M. Peterson

**SUBJECT:**

Authorization of Travel to Japan as Part of the Business Oregon Trade Delegation

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

**MOTION:**

I move that the City Council authorize the Mayor, City Manager, and Urban Development Director to participate as part of the Business Oregon delegation trip to Toyama, Tokyo, and Nara Japan in mid-June 2016, and authorize travel, hotel and meal expenses estimated at no more than \$3,750 per traveler.

**DISCUSSION:**

Business Oregon is planning a trade delegation trip to Toyama and Tokyo, Japan in mid-June 2016. With Council authorization, the Mayor, City Manager and Urban Development Director will accompany the Business Oregon delegation as representatives of the City. The trip is June 9, 2015 to June 20, 2016. While in Japan, Salem's representatives will meet and network with representatives of the United States Embassy in Japan, the Japanese Consul General, the Ministry of Foreign Affairs, and Japanese companies with interest in doing business or expanding business opportunities within the State of Oregon.

There is sufficient FY 2015-16 budget authority remaining in the appropriate General Fund budgets to cover expenses related to the Japan trip in June. Trip costs for the Mayor will be paid out of the Mayor and Council budget. Costs for the City Manager will be funded through the City Manager's Office budget. The Urban Development Director's portion will be paid by the Urban Development Department. If approved, the Mayor, City Manager and Urban Development Director will prepare a report to the City Council about the Business Oregon trade delegation visit upon their return.

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Attachments:  
1. None

05/13/2016