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Memo

City Manager's Office

TO: Members of the City Council

FROM: Sheila Lundt, Assistant City Manager *Sheila*

DATE: August 8, 2008

SUBJECT: Mayor Campbell's Trip to Frýdek-Místek, Czech Republic

As part of the City's support for Ames' partner cities, Mayor Campbell is planning to travel with this summer's delegation to Frýdek-Místek, leaving September 24. It seems appropriate for the City to pay for the Mayor's travel expenses and the cost of gifts. The cost of travel and hotel for two nights will amount to approximately \$2,000, while most all of the other expenses of the trip will be paid by the City of Frýdek-Místek or the host families. The approximate cost of official gifts will be \$500.

It would be possible to pay for the Mayor's travel expenses and official gifts out of the 2008/09 Contingency Fund. Therefore, the Council's approval of \$2,500 out of Contingency is requested.