



TO: Mayor & City Council

FROM: Bob Kindred, Assistant City Manager

DATE: March 26, 2013

SUBJECT: Mayor Campbell's Trip to Koshu City, Japan

As part of the City's support for Ames' partner cities, an elected official sometimes leads local Ames delegations' visits to our two partner cities. The City Council authorizes payment of the elected official's travel expenses and the cost of modest gifts from the Council's Contingency Account.

This year marks the twentieth anniversary of the partner city relationship between Ames and Koshu, Yamanashi Prefecture, Japan. To help celebrate that event, Mayor Campbell is planning to lead this year's delegation to Koshu. The cost of travel is slightly under \$1,600, and the cost of meals should not exceed \$300. Most of the other trip expenses will be borne by Koshu City or by the local host families. Costs for the official gifts should not exceed \$500.

To authorize these expenses, it would be appropriate for the Council to approve up to \$2,400 from the Council's Contingency Account for this purpose.