



Memo

Office of the Mayor

ITEM NO. 6

TO: Members of the City Council

FROM: Sheila Lundt, Assistant City Manager

DATE: June 18, 2010

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

As part of the City's support for Ames' partner cities, Mayor Campbell is planning to travel with this fall's delegation to Koshu City, leaving October 26. It seems appropriate for the City to pay for the Mayor's travel expenses and the cost of gifts. The cost of travel and meals will amount to approximately \$1,500, while most all of the other expenses of the trip will be paid by Koshu City 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 2010/11 Contingency Fund. Therefore, the Council's approval of \$2,000 out of Contingency is requested.

/jlr