

**OFFICE OF THE CITY MANAGER  
DES MOINES, IOWA**

**CITY COUNCIL COMMUNICATION 97-404  
AUGUST 4, 1997 AGENDA**

<b>SUBJECT:</b>	<b>TYPE:</b>	<b>SUBMITTED BY:</b>
OUT-OF-STATE TRAVEL	◆ RESOLUTION ORDINANCE RECEIVE/FILE	KEVIN RIPER FINANCE DIRECTOR

**SYNOPSIS —**

Annette Graeve, (0-N/R), Accountant, to Portland, Oregon, from August 16, 1997 to August 23, 1997, to attend a meeting sponsored by the Government Finance Officers Association (GFOA) on investing public funds and public cash management which are critical for effectively managing the Treasurer's Office. With the retirement of the City Treasurer, Ms. Graeve now has full responsibility for investment of City funds and cash management. Cost of travel is \$1,709.

Susan Low, (0-R), Assistant City Attorney, to Tucson, Arizona, from September 6, 1997 to September 11, 1997, to attend the annual meeting of the National Association of Telecommunication Officers and Advisors, a spin-off group of the National League of Cities for individuals responsible for cable television regulation. The meeting will include a special meeting of the local government subcommittee, of which Ms. Low is a member. In addition to cable issues, other subjects such as right-of-way will be discussed. Cost of travel is \$1,725.

Tom Vlassis, (0-R), City Council Member, to Philadelphia, Pennsylvania, from December 2, 1997 to December 7, 1997, to attend the annual 74th Congressional City Conference for 1997 where local elected officials are provided with concurrent technical workshops of benefit to cities. This year's theme is "The Challenge of City Leadership: To Dream, To Dare, To Do." Mr. Vlassis is on the National League of Cities Economic Development Steering Committee. Cost of travel is \$1,600.

Bruce Bergman, (0-R), Corporation Counsel, and Larry McDowell, (0-R), City Solicitor, to Phoenix, Arizona, from November 14, 1997 to November 19, 1997, to attend the International Municipal Lawyers Association 62nd Annual Conference. Cost of travel is \$1,500 and \$1,475, respectively.

**FISCAL IMPACT —**

Funding for these trips is provided for in the 1997-98 Operating Budget under Index Code 014019, page 302; Index Code 010918, page 77; Index Code 015511, page 340; and Index Codes 015016/015115, pages 318/332, respectively.

The total expended on City travel from July 1, 1997 through July 30, 1997 is \$16,901.82; the total amount budgeted for City travel is approximately \$370,000.

**RECOMMENDATION —**

Approval.

**BACKGROUND —**

On January 20, 1992, by Roll Call No. 92-214, the City Council approved a revision to the policy for travel authorization requests. Such revision requires trips which exceed three days and \$1,250 cost to be approved by the Council. The number in parenthesis indicates the total number of trips previously authorized for that individual for the current budget year; R represents resident and N/R represents non-resident.