

**CITY COUNCIL COMMUNICATION 97-535
NOVEMBER 3, 1997 AGENDA**

SUBJECT:

OUT-OF-STATE TRAVEL

SUBMITTED BY:

**KEVIN RIPER
FINANCE DIRECTOR**

SYNOPSIS –

Eric A. Anderson, (2-R), City Manager, to Washington, DC, from November 13, 1997 to November 15, 1997, to attend 1997 Fall Meeting of the National Academy of Public Administration.

Donna Boetel-Baker, (0-R), City Clerk, to San Juan, Puerto Rico, from November 19, 1997 to November 26, 1997, to attend Mid-Year Board Meeting of the International Institute of Municipal Clerks (IIMC) as Chair of Membership Committee. Ms. Boetel-Baker will be meeting with the Governor of Municipal Affairs and the San Juan City Clerk to formalize an IIMC Membership Liaison with the Commonwealth' s 78 municipalities.

FISCAL IMPACT –

Cost of travel is \$1,220 and \$1,829, respectively. Funding for these trips is provided for in the 1997-98 Operating Budget under Index Code 010710, page 72, and Index Code 010017, page 60, respectively.

The total expended on City travel from July 1, 1997 through October 29, 1997 is \$112,331.22; 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.