

**CITY COUNCIL COMMUNICATION 97-595  
DECEMBER 22, 1997 AGENDA**

**SUBJECT:**

**OUT-OF-STATE TRAVEL**

**SUBMITTED BY:**

**KEVIN RIPER  
FINANCE DIRECTOR**

**SYNOPSIS –**

**Kenneth Danley, (0-R), Fire Marshall**, to Los Angeles, California, from May 17, 1997 to May 22, 1997, to attend the National Fire Protection Association Annual Meeting. This travel has already taken place, but was not presented in advance to Council for review and approval. The original travel was estimated at \$1,250, and the actual cost was \$1,549.02. The original cost estimate was exceeded because of local sales taxes, transportation, and the cost of and availability of meals. The National Fire Protection Association meeting is an important meeting where standards are voted on that have an impact on the operations of the Fire Department, and the development and functioning of business in the City of Des Moines and throughout the Country.

**Eric A. Anderson, (3-R), City Manager**, to San Jose, California, from January 20, 1998 to January 25, 1998. Mr. Anderson will combine his trip to San Jose, California, for the Large Cities Executive Forum with a Federal Geographic Data Committee (FGDC) meeting in Kansas City. He will be attending the FGDC meeting in Kansas City from January 20 to January 22, and will then go to San Jose for the Large Cities Executive Forum from January 22 to January 25. The FGDC workshop will be funded by the federal government and will focus on the interaction of Geographic Information Systems (GIS), such as ours, with the National Spatial Data Infrastructure. The Large Cities Executive Forum will consist of discussions on topics and challenges faced in managing today's large cities. It will also provide the opportunity to meet with colleagues who are meeting the challenge of governing in a rapidly changing and unpredictable environment. Estimated cost of the San Jose trip is \$750. Although the cost of this trip does not require approval under Council policy, Council authorization is requested.

**FISCAL IMPACT –**

Cost of travel is \$1,549.02 and \$750, respectively. Funding for these trips is provided for in the 1997-98 Operating Budget under Index Code 032011, page 272, and Index Code 010710, page 72, respectively.

The total expended on City travel from July 1, 1997 through December 17, 1997, is \$158,202.80; 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.