

**CITY COUNCIL COMMUNICATION 98-094
MARCH 23, 1998 AGENDA**

SUBJECT:

OUT-OF-STATE TRAVEL

SUBMITTED BY:

**KEVIN RIPER
FINANCE DIRECTOR**

SYNOPSIS –

Donna Boetel-Baker, (1-R), City Clerk, to Mobile, Alabama, from May 14, 1998 to May 23, 1998, to attend the 52nd Annual International Institute of Municipal Clerks Conference. The conference theme, “ Inward, Onward, Outward, Upward” , offers over 60 concurrent technical/educational sessions, highlighting state of the art policies, procedures, and practices. Ms. Boetel-Baker will complete her term as Chair of Membership and she will be campaigning for the office of International Second Vice President, including hosting a “ Des Moines” Reception.

FISCAL IMPACT –

Cost of travel is \$2,290. Funding for this trip is provided for in the 1997-98 Operating Budget under Index Code 010017, page 60.

The total expended on City travel from July 1, 1997 through March 18, 1998, is \$217,967.79; 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.