



**CITY COUNCIL
COMMUNICATION:**

ITEM _____

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

98-550

SYNOPSIS -

AGENDA:

DECEMBER 7, 1998

Michele Bischof, (0-NR), Loss Control Specialist, Human Resources, to Dallas, Texas, from December 13, 1998 to December 20, 1998, to attend a workshop sponsored by Development Dimensions International. She will obtain Implementation Planning and Facilitation skills training in order to provide quality training to City employees.

SUBJECT:

OUT-OF-STATE TRAVEL

TYPE:

FISCAL IMPACT -

RESOLUTION
ORDINANCE
RECEIVE/FILE

Cost of travel is \$4,516. Funding for this trip is provided for in the 1998-99 Operating Budget under Index Code 019919, page N22.

SUBMITTED BY:

KEVIN RIPER
FINANCE DIRECTOR

The total expended on City travel from July 1, 1998 through December 7, 1998, is \$130,318.23; 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 NR represents non-resident.

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