

**CITY COUNCIL
COMMUNICATION:**

ITEM _____

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

98-553

SYNOPSIS -

AGENDA:

Tom Vlassis, (0-R), Council Member, to Washington, D.C., from March 6, 1998 to March 10, 1998 to attend the spring conference sponsored by the National League of Cities.

DECEMBER 21, 1998

SUBJECT:

Harold Smith, (1-R), City Engineer, to Phoenix, Arizona, from February 2, 1998 to February 6, 1998 to attend the Association of Metropolitan Sewerage Agencies Winter Conference for Running a Utility as a Business.

OUT-OF-STATE TRAVEL

TYPE:

FISCAL IMPACT -

**RESOLUTION
ORDINANCE
RECEIVE/FILE**

Cost of travel is \$1,500 and \$1,600 respectively. Funding for these trips is provided for in the 1998-99 Operating Budget under Index Code 015511, page MC-4; and Index Code 056069, page E-3.

SUBMITTED BY:

The total expended on City travel from July 1, 1998 through December 21, 1998, is \$143,683.60; the total amount budgeted for City travel is approximately \$370,000.

KEVIN RIPER
FINANCE DIRECTOR

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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