

**CITY COUNCIL
COMMUNICATION:**

ITEM _____

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

99-188

SYNOPSIS -

AGENDA:

April 26, 1999

Russell Underwood (0-R), Acting Assistant City Manager, to Huntsville, Alabama, from May 2, 1999 to May 6, 1999, to attend International Intergraph Users Group annual conference. Sessions will highlight strategy, products and solutions, and provide the knowledge and skills needed to increase productivity in the workplace.

SUBJECT:

OUT-OF-STATE
TRAVEL

Preston Daniels, (3-R) Mayor, Tom Vlassis, (1-R) Council Member, Rick Clark, (0-R), Deputy City Manager, and Terry Vorbrich, (0-R), Development Financing Coordinator, to Las Vegas, Nevada.; from May 22, 1999 to May 26, 1999 to attend the 1999 Spring Conference of the International Conference of Shopping Centers. This is an important meeting to look at economic development opportunities. The US Department of Housing and Urban Development (HUD) will reimburse the City for the travel expenses of two staff members.

TYPE:

**RESOLUTION
ORDINANCE
RECEIVE/FILE**

SUBMITTED BY:

KEVIN RIPER
FINANCE DIRECTOR

FISCAL IMPACT -

Cost of travel is \$2,324 and \$6,640 respectively. Funding for these trips is provided for in the 1998-99 Operating Budget under Index Code CMO010000, page CM-5; Index Code MCC010000, page MCC-4 (Daniels, Vlassis); and Index Code CMO990000, page CD-6 (Clark, Vorbrich).

The total expended on City travel from July 1, 1998 through April 26, 1999, is \$252,055.60; 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 that 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.