



**CITY COUNCIL
COMMUNICATION:**

ITEM _____

02-285

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

AGENDA:

JUNE 3, 2002

SYNOPSIS -

Trudy Mayo, (1-R), Sister City Commission member, to Toledo, Ohio, from July 16, 2002 to July 21, 2002, to attend the 2002 Sister Cities International conference. This conference will offer a wide range of sessions and workshops that present information about how to create and strengthen a sister cities program.

SUBJECT:

**OUT-OF-STATE
TRAVEL**

Joanne Pollock, (0-NR), Police Lieutenant, to Lake Buena Vista, Florida, from June 8, 2002 to June 11, 2002, to attend the Lifesavers 2002 conference. This conference will provide discussions with federal, state and local agencies regarding highway safety issues. This conference will be reimbursed through a grant.

TYPE:

**RESOLUTION
ORDINANCE
RECEIVE/FILE**

FISCAL IMPACT -

Cost of travel is \$1,532, and \$1,365 respectively. Funding for these trips is provided for in the 2001-2002 Operating Budget under Organizational Code CMO070000, page 7-10; and Organizational Code POL101000, page 20-19. The total expended on City travel from July 1, 2001 through May 30, 2002, is \$420,370.31; the total amount budgeted for City travel is approximately \$346,000. \$75,000 has been transferred from the Employee Development Fund and added to the \$346,000 originally budgeted for travel.

SUBMITTED BY:

MERRILL R.
STANLEY
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 that exceed three days and \$1,250 cost to be approved by the Council. The number in parentheses indicates the total number of trips previously authorized for that individual for the

current budget year; R represents resident and NR represents non-resident.
