



**CITY COUNCIL  
COMMUNICATION:**

**ITEM \_\_\_\_\_**

**02-318**

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

**AGENDA:**

**SYNOPSIS -**

JUNE 17, 2002

Robert Utter, (0-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

**FISCAL IMPACT -**

**TYPE:**

Cost of travel is \$1,445. Funding for this trip is provided for in the 2001-2002 Operating Budget under Organizational Code CMO070000, page 7-10. The total expended on City travel from July 1, 2001 through June 13, 2002, is \$442,091.07; the total amount budgeted for City travel is approximately \$346,000. \$120,000 has been transferred from the Employee Development Fund and added to the \$346,000 originally budgeted for travel.

**RESOLUTION**  
ORDINANCE  
RECEIVE/FILE

**SUBMITTED BY:**

**RECOMMENDATION -**

MERRILL R.  
STANLEY  
FINANCE DIRECTOR

**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.