

CITY COUNCIL
COMMUNICATION:

03-229

AGENDA:

MAY 5, 2003

SUBJECT:

OUT-OF-STATE
TRAVEL

TYPE:

RESOLUTION
ORDINANCE
RECEIVE/FILE

SUBMITTED BY:

MERRILL R. STANLEY
FINANCE DIRECTOR

ITEM _____

OFFICE OF THE CITY MANAGER
CITY OF DES MOINES, IOWA

SYNOPSIS —

Susan A. Low, (1-R), Assistant City Attorney, to San Francisco, California, from August 6, 2003 to August 11, 2003, to attend the annual meeting of the American Bar Association. Ms. Low serves on the Council of the Government and Public Sector Lawyers Division and as a Subcommittee Chair of the Litigation Section's Committee on Condemnation, Zoning, and Land Use. The meeting provides unique networking opportunities and includes programs not available locally.

Eric A. Anderson, (9-R), City Manager, to Redmond, Washington and Washington, DC, from July 2, 2003 to July 6, 2003. Mr. Anderson will attend two meetings during this time. He will be a facilitator at the Microsoft Government CIO Summit. He then will attend a Federal Geographic Data Committee (FGDC) Steering Committee meeting in Washington, DC. The total cost of the trip is expected to be approximately \$1,500; of which, \$1,000 will be paid by the International City and County Managers Association (ICMA). Although these trips do not require approval under Council policy, Council authorization is requested.

FISCAL IMPACT —

Cost of travel is \$1,840; and \$500, respectively. Funding for these trips is provided for in the 2002-2003 Operating Budget under Index Code LGL040000, page 16-8; and Index Code CMO010000, page 7-8.

The total expended on City travel from July 1, 2002 through May 15, 2003, is \$320,909.10; the total amount budgeted for City travel is approximately \$346,000.

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.