

**CITY COUNCIL
COMMUNICATION:**

03-480

AGENDA:

SEPTEMBER 30, 2003

SUBJECT:

OUT-OF-STATE
TRAVEL

TYPE:

RESOLUTION
ORDINANCE
RECEIVE/FILE

SUBMITTED BY:

MERRILL R. STANLEY
FINANCE DIRECTOR

ITEM 5

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

SYNOPSIS —

Tom Vlassis, (0-R), City Council Member, to Sunrise, Florida, from October 7, 2003 to October 12, 2003. Mr. Vlassis is the City representative for the National League of Cities (NLC). He will be attending the NLC Steering Committee meeting.

FISCAL IMPACT —

Cost of travel is \$1,072. Funding for these trips is provided for in the 2003-2004 Operating Budget under Index Code MCC010000, page 18-6.

The amount budgeted for travel in Fiscal Year (FY) 2004 is \$489,783. The amount expended for travel in FY2004 as of September 30, 2003 is \$85,688.89.

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.

