



Agenda Item:

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COUNCIL COMMUNICATION City Manager's Office

GENERAL INFORMATION

Agenda Date: 10/10/05
Agenda Item Type: Resolution

Communication No.: 05-550
Roll Call No.:

Submitted by: Richard Clark, Acting City Manager

SUBJECT—

Out-of-State Travel

SYNOPSIS—

Denise Carrington, (0-R), Family Self-Sufficiency Coordinator for the Housing Services Department, to Charlotte, North Carolina, from October 17-21, 2005, to obtain training necessary to be able to conduct understanding poverty workshops for Des Moines Municipal Housing Agency clients.

Tansy Hayward, (0-R), Management Analyst, to Minneapolis, Minnesota, from September 24-28, 2005, to attend the International City Manager's Association's Annual Conference. This travel was originally presented to Council for review and approval on July 25, 2005. The original travel was estimated at \$1,387. However, the actual cost incurred was \$1,458.76. At this time, Council is being asked to reapprove this travel.

FISCAL IMPACT—

Cost of travel is \$1,811 and \$1,458.76, respectively. Funding for these trips is provided for in the 2005-2006 Operating Budget under Index Code HSG280000, page 275; and Index Code CMO010000, page 90.

The amount budgeted for travel in Fiscal Year (FY) 2006 is \$338,167. The amount expended for travel in FY2006 as of October 5, 2005 is \$69,701.

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.