



Agenda Item:

EX-2

COUNCIL COMMUNICATION City Manager's Office

GENERAL INFORMATION

Agenda Date: 11/7/05
Agenda Item Type: Resolution

Communication No.: 05-641
Roll Call No.:

Submitted by: Michael Matthes, Assistant City Manager

SUBJECT—

Out-of-State Travel

SYNOPSIS—

Preston Daniels, (0-R), Former Mayor of Des Moines; Merrill Stanley, (0-R), Assistant City Manager/Finance Director; and Martha Nelson, (0-R), Sister City Commission Vice Chair, to Saint-Etienne, France, from November 7-12, 2005, to celebrate the 20th anniversary of our Sister City relationship; further develop the relationship and plans with Saint-Etienne; research economic development opportunities; and attend Franco-American Seminars in Paris and Saint-Etienne, France.

Mayor T.M. Franklin Cownie is not able to attend the 20th Anniversary Celebration of our Sister City relationship as previously planned. An important personal matter has arisen which requires his immediate and full attention, upon which the entire trip to Saint-Etienne was cancelled. At the request of Saint-Etienne, and in lieu of Mayor Cownie's attendance, it is recommended that the City of Des Moines send Former Mayor Preston Daniels as Des Moines' Ambassador, along with Merrill Stanley, Assistant City Manager/Finance Director, and Martha Nelson, Vice Chair of the Des Moines Sister City Commission.

FISCAL IMPACT—

Cost of travel is \$4,009, \$3,509, and \$3,509, respectively. Funding for these trips is provided for in the 2005-2006 Operating Budget under Index Code MCC010000, page 167; Index Code FIN010100, page 127; and Index Code CMO070000, page 92. The above travel request was originally approved by Council on October 24, 2005, by Roll Call No. 05-2555, at a cost of \$2,500 per person.

The amount budgeted for travel in Fiscal Year (FY) 2006 is \$338,167. The amount expended for travel in FY2006 as of November 2, 2005 is \$99,426.

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.