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|  <p style="text-align: center;"><b>Council<br/>Communication</b><br/>Office of the City Manager</p> | <b>Date:</b> July 10, 2017   |
|  | <b>Agenda Item No.</b> <u>21</u><br><b>Roll Call No.</b> <u>17-1160</u><br><b>Communication No.</b> <u>17-541</u><br><b>Submitted by:</b> Carl Metzger, Deputy<br>City Manager |

**AGENDA HEADING:**

Submitting travel and training for Darlene Blake and Tim Woods.

**SYNOPSIS:**

Recommend approval for travel and training request listed below.

**FISCAL IMPACT:**

Amount: \$2,323 (Blake); \$2,323 (Woods)

Funding Source:

- CM021000 – City Manager – Sister Cities (Blake)
- CM021000 – City Manager – Sister Cities (Woods)

**ADDITIONAL INFORMATION:**

**Darlene Blake (R-0), Sister Cities Commission Chair Person**, to Virginia Beach, VA, from July 12 – July 16, 2017 (\$2,323) to attend the 2017 Sister Cities International Conference. Des Moines has been selected as a finalist to host the 2019 conference and have been asked to make a formal presentation during this year’s conference.

**Tim Woods (R-0), Sister Cities Commission Member**, to Virginia Beach, VA, from July 12 – July 16, 2017 (\$2,323) to attend the 2017 Sister Cities International Conference. Des Moines has been selected as a finalist to host the 2019 conference and have been asked to make a formal presentation during this year’s conference.

The budget for travel and training in Fiscal Year (FY) 2018 is \$514,360. The amount expended for travel and training in FY 2018, as of July 5, 2017, is \$0.

**PREVIOUS COUNCIL ACTION(S):**

Date: January 20, 1992

Roll Call Number: 92-214

Action: The City Council approved a revision to the policy for travel authorization requests. Such revision requires trips that exceed three days and \$1,250 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.

**BOARD/COMMISSION ACTION(S): NONE**

**ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE**

For more information on this and other agenda items, please call the City Clerk's Office at 515-283-4209 or visit the Clerk's Office on the first floor of City Administration Building, 400 E. Court Avenue Ste.116. Council agendas are available to the public at the City Clerk's Office on Thursday afternoon preceding Monday's Council meeting. Citizens can also request to receive meeting notices and agendas by email by calling the Clerk's Office or sending their request via email to [cityclerk@dmgov.org](mailto:cityclerk@dmgov.org).