

OFFICE OF THE CITY MANAGER
DES MOINES, IOWA

ITEM 65

CITY COUNCIL COMMUNICATION 97-493
OCTOBER 6, 1997 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
OUT-OF-STATE TRAVEL	◆ RESOLUTION ORDINANCE RECEIVE/FILE	KEVIN RIPER FINANCE DIRECTOR

SYNOPSIS —

Request for Eric A. Anderson, (1-R), City Manager, to Kofu, Japan, from October 14, 1997 to October 22, 1997, to assist in planning of 40th Anniversary of Kofu Sister City relationship and arrangement of future cultural and economical exchanges.

Request for Dan Ritter, (0-R), Budget Analyst, and Keri McLean, (0-R), Budget Analyst, to Washington, DC, from November 11, 1997 to November 16, 1997, to attend conference sponsored by International Quality & Productivity Center regarding developing data collection, analysis and reporting processes for measuring performance in government agencies.

FISCAL IMPACT —

Cost of travel is \$1,300 and \$5,400, respectively. Funding for these trips is provided for in the 1997-98 Operating Budget under Index Code 011718, page 78; and Index Code 019919, page 541, respectively. The air fare for Mr. Anderson's travel will be paid by a Northwest Airlines travel grant. This is a follow-up to a previous 1996 air travel grant, the second given to the Greater Des Moines Sister City Commission.

The total expended on City travel from July 1, 1997 through October 1, 1997, is \$70,233.92 the total amount budgeted for City travel is approximately \$370,000.

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 which 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 N/R represents non-resident.