

OFFICE OF THE CITY MANAGER  
DES MOINES, IOWA

CITY COUNCIL COMMUNICATION 96-050  
FEBRUARY 5, 1996 AGENDA

SUBJECT:	TYPE:	PREPARED BY:	SUBMITTED BY:
OUT-OF-S TATE TRAVEL	◆ RESOLUTION ORDINANCE RECEIVE/FILE	SHERMAN YEHL MANAGER'S OFFICE	ERIC A. ANDERSON CITY MANAGER

**SYNOPSIS —**

Mark Schultz, (0-N/R), Operations and Program Analyst, to San Diego, California, from February 18, 1996 to February 25, 1996, to attend a meeting sponsored by the Public Risk Management Association (PRIMA). As part of the City's recent budget reduction plan, the position of Risk Management Officer was deleted, and a portion of those responsibilities were transferred to an Operations Analyst. The purpose of this training is to maximize the effectiveness of the Operations Analyst in these new duties. The timing of this request is due to the fact that the Risk Management Officer resigned in December 1995, and this training is only offered in February each year.

**FISCAL IMPACT —**

Funding for this trip is provided for in the 1995-96 Operating Budget under Code 06-03-01-05, page 250.

The total expended on City travel from July 1, 1995 through January 31, 1996 is \$167,551.26.

**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.