

OFFICE OF THE CITY MANAGER
DES MOINES, IOWA

CITY COUNCIL COMMUNICATION 96-218
MAY 28, 1996 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
OUT-OF-STATE TRAVEL	◆ RESOLUTION ORDINANCE RECEIVE/FILE	SHERMAN P. YEHL MANAGER'S OFFICE

SYNOPSIS —

Pat Ellen Blunck, (0-R), Chair, Greater Des Moines Sister City Commission, and Kathie Watts, (0-R), Co-Chair, Greater Des Moines Sister City Commission, to Shizjiazhuang, China, from July 19, 1996 to July 27, 1996, for a Sister City trade meeting to network with other city chairs from throughout the USA, Canada, and Europe which will enable planning for future exchanges, both business and cultural.

Matthew S. Rosen, (0-N/R), Botanical Center Administrator, to St. Louis, Missouri, from May 29, 1996 to June 3, 1996, to attend the annual meeting of the American Association of Botanical Gardens and Arboreta which provides an opportunity to glean pertinent information regarding the latest trends in operating an institution like the Des Moines Botanical Center through formal program offerings, field trips, and the interchange of ideas with other conference registrants. In the past, the convention has also been a source of new places to acquire plant materials, particularly the more exotic species.

Scott Hallgren, (0-N/R), Convention Services Coordinator, to Wheeling, West Virginia, from June 1, 1996 to June 7, 1996, to attend the Oglebay School for Public Assembly Facility Management. The content, format, and structure of this instructional program was developed in cooperation with the International Association of Assembly Management (IAAM) Foundation and the IAAM Professional Development Committee. The school provides training skills and information unique to public assembly facilities. This school assists attendees to learn and execute appropriate methods for marketing, managing, and operating public facilities. The program consists of two four-day sessions in consecutive years. Classroom study and lectures, coupled with interactive group sessions serve as the foundation upon which instruction is offered. This employee previously petitioned for enrollment, and a travel authorization was previously approved at the December 18, 1995, Council meeting; however, enrollment was declined due to limited enrollment capacity. Attendance on short notice is a result of a recent cancellation by another attendee.

FISCAL IMPACT —

Funding for these trips is provided for in the 1996-97 Operating Budget under Code 06-02-01-01, page 248, Code 06-04-06, page 311, and Code 03-01-02-01, page 116, respectively.

The total expended on City travel from July 1, 1995 through May 22, 1996 is \$228,437.71.

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.