



Council Communication No. 97-312

SYNOPSIS –

Joseph W. Oppe, (0-N/R), Horticulturist, to New York, New York, from May 27, 1997 to June 1, 1997, to attend the American Association of Botanical Gardens & Arboreta which is made up of representatives of the major botanical gardens and arboreta of North America. This annual meeting affords participants an opportunity to share programming methods and learn new plants, grounds maintenance techniques, and new ways to build and design displays. This year's meeting features behind-the-scenes tours of some of the oldest and most popular public gardens in North America. Cost of travel is \$1,500. *This travel has already taken place, but was not presented in advance to Council for review and approval due to an inadvertent administrative error in the travel authorization process after the operating department submitted its request. Staff apologizes for the error and is re-examining internal procedures to prevent a recurrence.*

Rita Townsend, (0-R), Public Housing Coordinator, to Chicago, Illinois, from July 7, 1997 to July 11, 1997, to attend a meeting sponsored by the National Association of Housing Redevelopment Officials (NAHRO) to learn responsibilities of a public housing manager, management styles, attendance, and occupancy. Cost of travel is \$1,623.

Velma Turner and William Davis, Public Housing Board Members, and William Wilkins, (0-R), Housing Services Director, to New York, New York, from July 24, 1997 to July 27, 1997, to attend a meeting sponsored by the National Association of Housing Redevelopment Officials (NAHRO) to learn how changes are requiring us to re-evaluate how we operate, how we interact with our community, how we work with the people we serve, and how we will develop the partnerships we need to position our organizations for success now and in the years ahead. Cost of travel is \$1,456, \$1,621, and \$1,576, respectively.

Douglas B. Nichols, (0-N/R), Assistant Police Chief, to North Andover, Massachusetts, from July 13, 1997 to July 31, 1997, to attend the Senior Management Institute for Police which will provide intensive training in available management theory and practice, innovative solutions to organizational problems, and the discussion of important issues in managing public service organizations effectively. Cost of travel is \$4,965.

David McDermott, (0-N/R), Senior Police Officer, to San Diego, California, from August 2, 1997 to August 8, 1997, to attend a seminar/workshop sponsored by the American Polygraph Association, which will provide the necessary continuing education to update proficiency in the polygraph field and enhance credibility in court. Such training is also needed periodically to upgrade the abilities and credentials of the Polygraph Examiner for the overall benefit of the Department. Cost of travel is \$1,575.58.

Sharon Shinkel, (0-N/R), Assistant Property Supervisor, to Key Largo, Florida, from

September 1, 1997 to September 7, 1997, to attend a meeting sponsored by the Metro Dade Police in order to obtain valuable knowledge on current evidence handling procedures, bar coding, legal issues, and narcotics/firearms destruction, which could be a benefit to the Property Management Section of the Des Moines Police Department. Cost of travel is \$1,725.51.

Harold E. Smith, (0-R), City Engineer, to Chicago, Illinois, from October 18, 1997 to October 22, 1997, to attend the Water Environment Federation's 70th Annual Conference & Exposition. This conference provides over 80 technical sessions and some 700 exhibitors and is the single largest wastewater and environmental technology exposition in North America. Attendance is valuable as Director of the Des Moines Regional Wastewater Reclamation Authority and to obtain continuing education units required by the State of Iowa for a professional engineer license. Cost of travel is \$1,600.

FISCAL IMPACT –

Funding for these trips is provided for in the 1996-97 Operating Budget under Index Code 105072, page 542; Index Code 867523, page 151; Index Code 867028, page 151; Index Code 107870, page 542; and Index Code 056069, page 203, respectively.

The total expended on City travel from July 1, 1996 through June 11, 1997 is \$241,670.20; the total amount budgeted for City travel is \$849,589.

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.