

OFFICE OF THE CITY MANAGER
DES MOINES, IOWA

CITY COUNCIL COMMUNICATION 97-417
AUGUST 18, 1997 AGENDA

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

SYNOPSIS —

Charles Hulgan, (0-R), Engineer/Haz-Mat, to Pueblo, Colorado, from July 20, 1997 to July 26, 1997, attended the Association of American Railroads Transportation Test Center. Four Haz-Mat Team members attended the incident command class. *This travel has already taken place, but was not presented in advance to Council for review and approval due to an administrative error in the travel authorization process after the operating department submitted its request. Staff is examining internal procedures to avoid a recurrence.*

Sue Luthens, Housing Services Board Member, to Washington, DC, from September 10, 1997 to September 14, 1997, to attend the Public Housing Authorities Directors Association Legislative Conference which will provide housing officials with up-to-date and detailed information on housing legislation, appropriations measures, and important HUD regulations. Cost of travel is \$1,501.

John L. Scarpino, (0-N/R), Sergeant, to Houston, Texas, from October 4, 1997 to October 10, 1997, to attend a five-day training conference sponsored by the Western States Vice Investigators Association. Course curriculum will include the Investigation of Organized Prostitution groups (pimps, escort agencies and related business), Gambling Offense, Supervisory Issues, Massage/Adult-related Studios, Topless Dance Club Investigations, Police Ethics, Sexually-oriented Business Ordinances, and more. Cost of travel is \$1,493.

Douglas P. Philiph, (0-R), Police Legal Advisor, to Orlando, Florida, from October 24, 1997, to October 31, 1997, to attend the annual conference of the International Association of Chiefs of Police (IACP), Legal Section. Cost of travel is \$1,754.06.

William Wilkins, (0-R), Housing Services Director, and LaVerne Williams and Jean Bodenstedt, Housing Services Board Members, to San Diego, California, from October 25, 1997 to October 29, 1997, to attend the National Association of Housing & Redevelopment Officials to get new ideas, creative strategies, and successful business techniques to build a stronger foundation for the future. Cost of travel is \$4,860.

Mike Matthes, (0-R), Administrative Assistant, to Chicago, Illinois, from October 26, 1997 to October 29, 1997, to attend a meeting sponsored by Infocast, Inc. entitled "Negotiating A Better Deal for Your Power Supply Using the Leverage of Coming Competition to Cut Your Costs and Get a Better Package of Services." This conference will directly assist Mr. Matthes in benchmarking efforts to reduce the City's \$6 million energy budget. Cost of travel is \$1,450.

FISCAL IMPACT —

Funding for Mr. Hulgan's trip was provided from federal grant money in the amount of \$1,474.80.

Funding for the other trips is provided for in the 1997-98 Operating Budget under Index Code 861005, page 299; Index Code 107870, page 542; Index Code 107870, page 542; Index Code 861005, page 299; and Index Code 019919, page 541.

The total expended on City travel from July 1, 1997 through August 13, 1997 is \$22,313.80; 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.