

**CITY COUNCIL COMMUNICATION 98-024
JANUARY 26, 1998 AGENDA**

SUBJECT:

OUT-OF-STATE TRAVEL

SUBMITTED BY:

**KEVIN RIPER
FINANCE DIRECTOR**

SYNOPSIS –

Donald Tripp, (0-R), Park and Recreation Director, to Athens, Georgia, from February 14, 1998 to February 20, 1998, to attend the Executive Development Program for Park & Recreation Professionals. This is the second year of the two-year program. The first session was held in February of 1997.

Michael Smith, (0-N), Fire Inspector, to Denver, Colorado, from February 28, 1998 to March 6, 1998, to attend a conference sponsored by the International Conference of Building Officials (ICBO). He will be attending courses that address the requirements of the Uniform Fire Code. Courses offered include sprinkler and fire alarm systems, spray booths, and hazardous materials. Funding for this trip will be provided by the Des Moines Independent Insurance Agents.

James Harkin, (0-N), Police Sergeant, to Salisbury, Massachusetts, from January 17, 1998 to January 21, 1998, to attend a community policing seminar (*Civil Remedies for Nuisance Abatement*). The seminar teaches skills to deal with aggressive code enforcement, property owners who are associated with sub-standard housing, municipal agencies, attorneys, and fire inspectors. This travel has already taken place, but was not presented in advance to Council for review and approval. The original travel was estimated at \$1,186, but the actual cost was \$1,677.40. The original cost estimate was exceeded because of an increase in the airline fare.

FISCAL IMPACT –

Cost of travel is \$1,550, \$1,378, and \$1,677.40, respectively. Funding for these trips is provided for in the 1997-98 Operating Budget under Index Code 019919, page 541; Index Code 032011, page 282; and Index Code 019919, page 541, respectively.

The total expended on City travel from July 1, 1997 through January 21, 1998, is \$173,296.33; 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.