

**CITY COUNCIL  
COMMUNICATION:**

**ITEM \_\_\_\_\_**

**98-134**

**OFFICE OF THE CITY MANAGER  
CITY OF DES MOINES, IOWA**

**AGENDA:**  
APRIL 20, 1998

**SYNOPSIS –**

**SUBJECT:**  
OUT-OF-STATE  
TRAVEL

**Eric A. Anderson, (4-R), City Manager**, to Boulder, Colorado, from June 4, 1998, to June 7, 1998, to attend the 1998 National Academy of Public Administration (NAPA) spring meeting. The theme will be *Regional Challenges, Regional Solutions: Where Do We Stand on Regional Governance?* Speakers, discussions, and panel sessions will be held to explore specific issues and case examples. Although the cost of this trip does not require approval under Council policy, Council authorization is requested.

**TYPE:**  
**RESOLUTION**  
ORDINANCE  
RECEIVE/FILE

**SUBMITTED BY:**  
KEVIN RIPER  
FINANCE  
DIRECTOR

**Franklin Irvin, (0-R), Senior Police Officer**, to Miami, Florida, from April 18, 1998, to April 24, 1998, to attend a training course sponsored by the Metro Dade Police Department. This course will instruct Officer Irvin on the importance of interviews and interrogations, as well as enhance Officer Irvin's knowledge of blood spattering and the importance of crime scene and case management. As a new investigator, Office Irvin would benefit from this advanced training. *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.*

**Kevin Riper, (0-R), Finance Director**, to San Francisco, California, from June 26, 1998, to July 5, 1998, to attend the Government Finance Officers Association's 1998 Annual Conference which will enable participants to hear today's most influential leaders in government finance address issues of critical importance to state, local, and provincial governments. Topics include: accounting, auditing, and financial reporting; budgeting and financial planning; capital financing and debt administration; cash management and investing; computers and technology; management and intergovernmental relations; and pensions and benefits.

**Bill Wyer, (0-R), Laboratory Superintendent**, to Norfolk,

Virginia, from May 5, 1998, to May 9, 1998, to attend a conference sponsored jointly by the Water Environment Federation (WEF) and the Environmental Protection Agency (EPA). This conference brings together representatives of the Office of Analytical Methods Branch. Conference topics range from sampling, analysis, data validation, and reporting requirements for organic, inorganic, and microbiological procedures. Other topics include: detection limits, cyanide, oil and grease, and streamlining methods approval. This conference always has an agenda of key issues concerning laboratory operations.

#### **FISCAL IMPACT —**

Cost of travel is \$1,200, \$2,393.20, \$1,546, and 1,647, respectively. Funding for these trips is provided for in the 1997-98 Operating Budget under Index Code 010710, page 72; and Index Code 107870, page 542; and the 1998-99 Operating Budget under Index Code 012013, page F-15; and Index Code 055665, page E-49, respectively.

The total expended on City travel from July 1, 1997 through April 15, 1998, is \$236,546.95; 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 NR represents non-resident.

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