



**CITY COUNCIL
COMMUNICATION:**

ITEM _____

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

98-304

SYNOPSIS —

AGENDA:
JULY 27, 1998

SUBJECT:
OUT-OF-STATE
TRAVEL

TYPE:
**RESOLUTION
ORDINANCE
RECEIVE/FILE**

SUBMITTED BY:
KEVIN RIPER
FINANCE
DIRECTOR

Jim Tutt, (0-NR), Senior System Analyst; Mark Durham, (0-NR), PS Project Manager; and Ron McClurg, (0-R), Human Resources Analyst, to San Francisco, CA, from November 1, 1998 to November 6, 1998, to attend the 1998 PeopleSoft Conference sponsored by PeopleSoft. Benefits from the conference will include education in business practices used by other cities; meet and share ideas with special interest groups for local government users of PeopleSoft; and assist with the implementation of the software project. In addition are expenses included for PeopleSoft training for Jim Tutt in Pleasanton, CA, following the conference.

Anthony Merrill, (0-R), Engineer; Robert Cox, (0-R), Lieutenant; Craig Youngblood, (0-NR), Lieutenant; and Kerry Schneider, (0-R), Engineer, (Fire Department) to Pueblo, Colorado, from August 31, 1998, to September 4, 1998, to attend the advanced tank car specialist course at the Association of American Railroad’ s Transportation Test Center as a member of the Haz Mat Team. They will drive City vehicle 17 and travel for the four employees will be reimbursed at a maximum of \$5,209. The remaining travel costs will be from Haz Mat training funds.

Michael Peterson, (0-NR), Safety Administrator, to Costa Mesa, California, from August 2, 1998, to August 7, 1998, to attend facilitator training for implementation of supervisory training program/Interaction Management sponsored by Development Dimension International. (He will fly out of Omaha at \$420 vs. flying from Des Moines at \$770.)

FISCAL IMPACT –

Cost of travel is \$6998.51, \$6987.95, and \$3,285 respectively. Funding for these trips is provided for in the 1998-99 Operating Budget under Index Code 019919, page N22; Index Code

031419, page Fr17; and Index Code 019919, page N22.

The total expended on City travel from July 1, 1998 through July 27, 1998, is \$13,848.19; 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.