



**CITY COUNCIL
COMMUNICATION:**

REVISED ITEM _____

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

99-015

SYNOPSIS -

AGENDA:

JANUARY 25, 1999

SUBJECT:

OUT-OF-STATE
TRAVEL

TYPE:

**RESOLUTION
ORDINANCE
RECEIVE/FILE**

SUBMITTED BY:

KEVIN RIPER
FINANCE DIRECTOR

Matthew Rosen, (0-NR), Horticulture Manager, and Dennis Hanson, (0-R), Horticulture Technician, to Al Ain, United Arab Emirates, from February 8, 1999 to February 20, 1999 to assist in the presentation of the City's entry at the finals of the Nations in Bloom '98. On the way back they will visit Westminster, London, another one of the finalists, and Kew Gardens. Since London is where a change of planes occur, no extra air travel is required. Matt wrote the text for and oversaw the preparation of the initial submission and Dennis took all the photographs submitted as part of the City's application.

Donna Boetel-Baker, (0-R), City Clerk, to Ottawa, Canada, from May 23, 1999 to May 28, 1999 to attend the International Institute of Municipal Clerk's (IIMC) 53rd Annual Conference. This conference offers over 60 concurrent technical workshops regarding Leadership, Management, Technology, Human Resources, and Finance, all relating to Municipal Clerk's profession and offering Continuing Education Credits.

Kathy Kahoun, (0-R), Neighborhood Development Administrator, to Seattle, Washington/Portland, Oregon, from April 19, 1999 to May 1, 1999 to attend the American Planning Association conference. This conference concentrates on the topic of neighborhood revitalization. *****Kathy received a \$400 credit for her registration from a raffle at last year's conference.***

Erik Lundy, (0-R), Assistant Planner, to Seattle, Washington, from April 24, 1999 to May 1, 1999 to attend the American Planning Association conference. This conference concentrates on the topic of neighborhood revitalization.

FISCAL IMPACT -

Cost of travel is \$6,000; (\$3,000 each); \$2,297; \$1,946.01; and \$1,713.48 respectfully. Funding for this trip is provided for in the 1998-99 Operating Budget under Index Code 105072, page N-23; Index Code 010017, page CC-5; Index Code 270025, page CD-29; and Index Code 274324, page CD-30.

The total expended on City travel from July 1, 1998 through January 25, 1999, is \$174,549.94; 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 that 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.