

**CITY COUNCIL  
COMMUNICATION:**

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

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

**99-215**

**SYNOPSIS -**

**AGENDA:**

MAY 17, 1999

**SUBJECT:**

OUT-OF-STATE  
TRAVEL

**TYPE:**

**RESOLUTION**  
ORDINANCE  
RECEIVE/FILE

**SUBMITTED BY:**

KEVIN RIPER  
FINANCE  
DIRECTOR

**David Doolittle, (0-NR), User Support Technician**, to Nashua, New Hampshire, to attend a class on Keyfile fundamentals sponsored by the Keyfile Corporation. This class is critical to utilizing the variety of features and benefits that Keyfile offers to the Des Moines Police Department.

**Michael Shay, (0-R), Police Sergeant**, to Seattle, Washington, to attend the FBI National Alumni Association convention. Features strategies and solutions being employed in other areas to combat organized criminal activity pertaining to national and international drug trafficking.

**Richard Fedson, (0-R), Police Sergeant**, to Miami, Florida, to attend training sponsored by the Miami-Dade Police Department. This training will familiarize the police supervisor with current forensic investigative protocols through both lectures and hands-on workshops.

**David Brown, (0-R), Police Sergeant, and Keith Hoferman, (0-R), Senior Police Officer**, to Seattle, Washington, to attend training classes sponsored by the Western States Vice Investigators Association. They will receive updated information concerning case law related to vice investigations.

**Ellen Walkowiak, (0-R), Project Manager**, to Phoenix, Arizona, to attend training sponsored by the American Economic Development Council. This training is needed to maintain the Certified Economic Developer professional certification and obtain continuing education credits relating to current economic development issues.

**Jackie Nickolaus, (0-R), Project Manager**, to Denver, Colorado, to attend the National Development Council. This training focuses on the role of financing in affecting affordability for single-family owner-occupied housing.

**Todd Clark, (0-NR), Housing Financial Analyst**, to Dallas, Texas, to attend PeopleTool II and SQL/SQR for PeopleSoft training. This employee has been assigned to provide technical support for the PeopleSoft Human Resources Management System (HRMS) project. Technical training in the use of PeopleSoft technologies is required to allow him to provide the technical support needed by the project.

#### **FISCAL IMPACT -**

Cost of travel is \$9,206 22 (Doolittle, Shay, Fedson, Brown and Hoferman), \$1,720, \$1,694, and \$1,995 respectively. Funding for these trips is provided for in the 1998-99 Operating Budget under Index Code HRS980100, page N-22 (Doolittle, Shay, Fedson, Brown and Hoferman); Index Code CMO10000, page CD-6; Index Code CDD049900, page CD-9, and Index Code ENG990000, page E-6.

The total expended on City travel from July 1, 1998 through May 17, 1999, is \$286,529.55; 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.