

**CITY COUNCIL
COMMUNICATION:**

ITEM _____

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

99-347

SYNOPSIS -

AGENDA:

AUGUST 2, 1999

SUBJECT:

OUT-OF-STATE
TRAVEL

TYPE:

RESOLUTION
ORDINANCE
RECEIVE/FILE

SUBMITTED BY:

KEVIN RIPER
FINANCE
DIRECTOR

Bridget Carberry, (0-R), Planner, to Chicago, Illinois, from October 24 to October 29, 1999, to attend 1999 Housing and Urban Development (HUD) Continuing Education Courses. Ms. Carberry is responsible for completing environmental reviews for all HUD funded projects and this training course will provide necessary education on how to properly complete the reviews.

Debora Hobbs, (0-R), User Support Administrator, to Chicago, Illinois, from September 26 to October 2, 1999, to attend Strategies and Tools for Successful Data Warehouses and Metadata Implementation Seminars. These seminars focus on the strategies, architectures, and tools available for understanding, defining, building, and implementing a corporate metadata repository to meet our future data warehousing requirements.

Stewart Drake, (0-NR), Senior Police Officer, to Las Vegas, Nevada, from October 2 to October 8, 1999, to attend a Police Rifle Instructor Certification School. Upon completion Officer Drake will be certified to instruct other officers. Rental car is requested.

Tracy Rhoads, (0-R), Police Officer, to Norfolk, Virginia, from August 28 to September 1, 1999, to attend Public Information Officer Training sponsored by the National Information Officers Association. This training is beneficial for her position with the Community and Media Relations Section.

Michael Westlake, (0-NR), Police Officer/Vice Coordinator, to Kansas City, Missouri, from September 26 to October 2, 1999, to attend the Investigation Training Institute. He will learn to scrutinize questionable business practices, documents, and financial relationships, and associate individuals and businesses with suspect transactions, deceptions, and fraudulent acts pertaining to liquor licenses.

David Warren, (0-R), Senior Police Officer, and Dennis Pendleton, (0-R), Police Officer, to Bolingbrook, Illinois, from September 19 to September 25, 1999, to attend training sponsored by Armor Holdings Defense Technology. Officers attending will receive Instructor Certification in Chemical Munitions and Distraction Devices.

FISCAL IMPACT -

Cost of travel is \$1,634.89, \$3,477, \$1,731, \$1,406.80, \$1,895, and \$2,726 respectively. Funding for these trips is provided for in the 1998-99 Operating Budget under Index Code CDD049900, page 6-35; and Index Code HRS980100, page 17-23 (Hobbs, Drake, Rhoads, Westlake, Warren, and Pendleton).

The total expended on City travel from July 1, 1999 through August 2, 1999, is \$22,187.46; 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.