

**CITY COUNCIL  
COMMUNICATION:**

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

**99-379**

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

**AGENDA:**

AUGUST 23, 1999

**SUBJECT:**

OUT-OF-STATE  
TRAVEL

**TYPE:**

**RESOLUTION**  
ORDINANCE  
RECEIVE/FILE

**SUBMITTED BY:**

KEVIN RIPER  
FINANCE  
DIRECTOR

**SYNOPSIS -**

Shaune Osborne, (0-R), Loss Control Specialist, to Cincinnati, Ohio, from September 12, 1999, to September 17, 1999, to attend a Respiratory Protection Course sponsored by 3M. This course will provide information to evaluate and maintain a comprehensive respiratory protection program according to the most recent Occupational Safety and Health Administration (OSHA) and American National Standards Institute (ANSI) requirements.

**FISCAL IMPACT -**

Cost of travel is \$1,708. Funding for this trip is provided for in the 1999-2000 Operating Budget under Index Code HRS040000, page 11-2.

The total expended on City travel from July 1, 1999 through August 23, 1999, is \$49,688.16; 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.

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