



**CITY COUNCIL
COMMUNICATION:**

ITEM _____

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

99-417

SYNOPSIS -

AGENDA:

SEPTEMBER 27, 1999

William Stowe, (0-R), WRF Director, to Las Vegas, Nevada, from December 5, 1999 to December 12, 1999, to attend Safety Certification Training (SCT) sponsored by the Occupational Safety and Health Administration (OSHA). Mr. Stowe will gain knowledge of Federal OSHA requirements.

SUBJECT:

OUT-OF-STATE
TRAVEL

Jay Bennett, (0-R), Residuals Supervisor, to Madison, Wisconsin, from November 10, 1999 to November 12, 1999, to attend the class "Maintenance Management: Organization and Systems" sponsored by the University of Wisconsin. Topics include reducing runtime, cutting costs, and improving customer service

TYPE:

RESOLUTION
ORDINANCE
RECEIVE/FILE

Michael Armstrong, (2-R), Information Technology (IT) Director, to Savannah, Georgia, from November 7, 1999 to November 12, 1999, to attend the annual conference of the Metropolitan Information Exchange. This is an organization of senior IT executives representing cities and counties in the US and Canada. Mr. Armstrong is scheduled as a presenter during two conference sessions. Attendance is required to maintain membership in this organization.

SUBMITTED BY:

KEVIN RIPER
FINANCE DIRECTOR

Robert Cox, (0-R), Lieutenant, Fire Department, to Pueblo, Colorado, from October 17, 1999 to October 30, 1999, to attend HazMat Technician training sponsored by the Transportation Technology Center Inc.

Craig Youngblood, (0-NR), Lieutenant, Fire Department, and Kerry Schneider, (0-R), Lieutenant, Fire Department, to Pueblo, Colorado, from October 23, 1999 to October 30, 1999, to attend HazMat Incident Commander training sponsored by the Transportation Technology Center Inc.

Dave Huntoon, (0-NR), Fire Fighter, and Charles Freeman, (0-NR), Fire Fighter, to Pueblo, Colorado, from October 30, 1999 to November 6, 1999, to attend HazMat Tank Car

Specialist training sponsored by the Transportation Technology Center Inc.

FISCAL IMPACT -

Cost of travel is \$1,600, \$1,251, \$1,428, \$3,491, \$3,449, and \$3,659 respectively. Funding for this trip is provided for in the 1999-2000 Operating Budget under Index Code HRS980100 page 17-23; Index Code ENG070107, page 7-73; Index Code IFT010000, page 13-6; and Index Code FIR040100, page 9-13.

The total expended on City travel from July 1, 1999 through September 27 1999, is \$77,448.24; 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.