

**CITY COUNCIL
COMMUNICATION:**

ITEM _____

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

99-468

SYNOPSIS -

AGENDA:

OCTOBER 18, 1999

Charles Hulgan, (0-R), Lieutenant, Fire Department, to Houston, Texas, from October 24, 1999 to October 29, 1999, to attend the 3M Respiratory Protection Program sponsored by 3M Occupation Health and Safety.

SUBJECT:

OUT-OF-STATE
TRAVEL

Doug Romig, (0-R), Service Manager, Park and Recreation Department, to Topeka, Kansas, from November 6, 1999 to November 10, 1999, to attend a Motivation and Behavioral seminar sponsored by the Menninger Leadership Center. This seminar will provide training in understanding and managing employees, customer service, and productivity in his area of operations.

TYPE:

RESOLUTION
ORDINANCE
RECEIVE/FILE

FISCAL IMPACT -

SUBMITTED BY:

Cost of travel is \$2,001.78 and \$3,125 respectively. Funding for these trips is provided for in the 1999-2000 Operating Budget under Index Code HRS980100, page 17-23.

KEVIN RIPER
FINANCE
DIRECTOR

The total expended on City travel from July 1, 1999 through October 18, 1999, is \$95,043.73; 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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