

**CITY COUNCIL
COMMUNICATION:**

ITEM _____

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

00-329

SYNOPSIS -

AGENDA:

JULY 24, 2000

Polly Fortune, (0-R), Sister Cities Commission/Kofu Chair, to Kofu, Japan and Kyoto, Japan, from October 11, 2000 to October 19, 2000. The Greater Des Moines Sister Cities Commission has been invited to Kofu to participate in the Fall Festival and to also visit Kyoto.

SUBJECT:

OUT-OF-STATE
TRAVEL

Mark Durham, (0-NR), Comptroller/PeopleSoft Manager, to Los Angeles, California, from October 21, 2000 to October 29, 2000, to attend the PeopleSoft 2000 Conference Americas. Mr. Durham will present this year's presentation, entitled "Using PeopleSoft E&G Software in Comprehensive Annual Financial Report (CAFR) Development," with Carrera Consulting Group. The presentation will encompass the production of their first CAFR using nVision.

TYPE:

RESOLUTION
ORDINANCE
RECEIVE/FILE

Ron Wakeham, (0-R), Fire Chief, to Boston, Massachusetts, from October 13, 2000 to October 18, 2000, to attend the National Society of Executive Fire Officers Conference.

SUBMITTED BY:

KEVIN RIPER
FINANCE DIRECTOR

Lawrence McDowell, (0-R), Deputy City Attorney, to Boston, Massachusetts, from August 16, 2000 to August 20, 2000, to attend the American Law Institute/American Bar Association Land Use Institute Seminar. The seminar will provide information on land use topics, including planning, regulation, litigation, eminent domain, and compensation.

Jim Meyer, (0-R), Climate Control Technician, and Scott Shannon, (0-R), Electrician, to Madison, Wisconsin, from August 1, 2000 to August 4, 2000, to attend a course in the Maintenance Management Certificate Series at the University of Wisconsin. The course, "How to Make Your Computerized Maintenance Management System Work," will provide employees with professional skill and knowledge in the maintenance management field.

Bill Miller, (0-NR), Maintenance Coordinator, to Madison, Wisconsin, from August 1, 2000 to August 4, 2000, to attend a

course in the Maintenance Management Certificate Series at the University of Wisconsin. The course, "How to Make Your Computerized Maintenance Management System Work," will provide employees with professional skill and knowledge in the maintenance management field.

Richard Towers, (0-NR), Buyer, to Madison, Wisconsin, from August 8, 2000 to August 11, 2000, to attend a course in the Maintenance Management Certificate Series at the University of Wisconsin. The course, "Fundamentals of Purchasing for New Buyers and Agents," will provide employees with professional skill and knowledge in the purchasing field.

William Stowe, (0-R), WRA Manager/Public Works Director Designee, and Patrick Kozitza, (0-R), Deputy Public Works Director, to Louisville, Kentucky, from September 9, 2000 to September 13, 2000, to attend the International Public Works Congress and Exposition. This is the largest annual U.S. display of public works construction and maintenance equipment. Participants will view and obtain information on the latest street and sewer maintenance cleaning and equipment.

FISCAL IMPACT -

Cost of travel is \$2,000, \$2,000, \$1,517.60, \$1,800, \$2,776 (Meyer and Shannon), \$1,388, \$1,885, and \$3,000 (Stowe and Kozitza) respectively. Funding for these trips is provided for in the 2000-2001 Operating Budget under Index Code CMO070000, page 6-24; Index Code HRS980100, page 12-10; Index Code FIR010100, page 10-9; Index Code LGL010000, page 15-7; Index Code ENG070113, page 8-69 (Meyer and Shannon); Index Code ENG070110, page 8-68; Index Code ENG070110, page 8-68; and Index Code HRS980100, page 12-10 (Stowe and Kozitza).

The total expended on City travel from July 1, 2000 through July 20, 2000 is \$20,302.79; the total amount budgeted for City travel is approximately \$346,000.

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 parentheses 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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