

**CITY COUNCIL
COMMUNICATION:**

ITEM _____

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

00-527

SYNOPSIS -

AGENDA:

NOVEMBER 20, 2000

SUBJECT:

OUT-OF-STATE
TRAVEL

TYPE:

**RESOLUTION
ORDINANCE
RECEIVE/FILE**

SUBMITTED BY:

ALLEN MCKINLEY
ACTING FINANCE
DIRECTOR

Kevin Drees, (0-NR), Zoo Keeper; Monica Post, (0-R), Education Curator; and David Allen, (0-R), Zoo Administrator, to Orlando, Florida from September 22, 2000 to September 29, 2000, attended the American Zoo Association National Conference. Travel has already taken place, but was not presented in advance to Council for review and approval due to an administrative error in the travel authorization process after the operating department submitted its request.

Ken Trytek, (0-NR), Golf Course Supervisor, to Tampa Bay, Florida from January 16, 2001 to January 21, 2001, to attend the Sports Turf Managers Association conference. This conference will afford the opportunity to learn about the Athletic Field maintenance practices of many of the major athletic fields in the United States. There will be educational sessions covering many aspects of field maintenance which will enable the City to provide better and safer sports turf areas.

Amy Montgomery, (0-NR), Fire Engineer, to Indianapolis, Indiana from January 9, 2001 to January 15, 2001, to attend a rope testing and belaying for high-angle and confined space rescue.

Roger Wisecup, (0-R), Accountant, to San Antonio, Texas from December 10, 2000 to December 14, 2000, to attend training on Treasury Management. This training will provide information on Investment of Public Funds and Public Cash Management. Participants will learn tools and techniques to manage short-term investment portfolios and learn the latest in cash management procedures, policies, and technology.

FISCAL IMPACT -

Cost of travel is \$6,018 (Drees, Post, Allen), \$1,280, \$1,268, and \$1,577 respectively. Funding for these trips is provided for in the 2000-2001 Operating Budget under Organizational Code

HRS980100, page 12-10; (Drees, Post, and Allen); Organizational Code PKS070700, page 18-84; Organizational Code HRS980100, page 12-10; and Organizational Code HRS980100, page 12-10. The total expended on City travel from July 1, 2000 through November 16, 2000 is \$177,860.23; 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.