



**CITY COUNCIL  
COMMUNICATION:**

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

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

**00-554**

**SYNOPSIS -**

**AGENDA:**

DECEMBER 4, 2000

Kathy Kahoun, (0-NR), Neighborhood Development Administrator, to Washington, D.C. from January 16, 2001 to January 20, 2001, to see what Congress has in store for community development programs in 2001, exchange ideas with fellow community development practitioners, and shape community development policy for the upcoming year.

**SUBJECT:**

OUT-OF-STATE  
TRAVEL

John (Scotty) Douglass, (0-NR), District Fire Chief, to Phoenix, Arizona from January 12, 2001 to January 15, 2001, to attend the Fire Department Instructor Course entitled, "Change - Fire Service Symposium". This course will relate to customer service in fire service.

**TYPE:**

**RESOLUTION**  
**ORDINANCE**  
**RECEIVE/FILE**

Robert Cox, (1-NR), Assistant Haz-Mat Coordinator; Dale Bunting, (0-NR), District Fire Chief; and Jim Mason, (1-R), District Fire Chief to Indianapolis, Indiana from February 25, 2001 to March 3, 2001, to attend the Fire Department Instructors Conference. This conference will include hands-on training and an exhibit hall.

**SUBMITTED BY:**

ALLEN MCKINLEY  
ACTING FINANCE  
DIRECTOR

**FISCAL IMPACT -**

Cost of travel is \$1,547.74, \$1,280, and \$4,239, respectively. Funding for these trips is provided for in the 2000-2001 Operating Budget under Organizational Code CDD049900, page 7-32; Organizational Code HRS980100, page 12-10; Organizational Code FIR040100, page 10-18 (Cox and Mason); and Organizational Code FIR011000, page 10-21. The total expended on City travel from July 1, 2000 through November 30, 2000, is \$212,814.36; 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.