

Meeting Agendas/Info

**CITY COUNCIL
COMMUNICATION:**

ITEM _____

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

01-083

SYNOPSIS -

AGENDA:

FEBRUARY 26, 2001

SUBJECT:

**OUT-OF-STATE
TRAVEL**

TYPE:

**RESOLUTION
ORDINANCE
RECEIVE/FILE**

SUBMITTED BY:

ALLEN MCKINLEY
ACTING FINANCE
DIRECTOR

Royce Hammit, (1-NR), Regulatory Compliance Manager, to New Orleans, Louisiana from March 3, 2001 to March 7, 2001, to attend a technical program for laboratory managers including quality systems for the laboratory, using EPA alternative test procedures, how to use laboratory benchmarking, and to find qualified vendors for laboratory instrument purchases.

Dave Knutzen, (0-NR), Senior Fire Inspector, to St Joseph, Michigan from May 6, 2001 to May 9, 2001, to attend an Investigation of Gas and Electrical Appliance Fires seminar.

Mike Matthes, (1-R), Management Analyst, and Chris Johansen, (1-R), Management Analyst, to Newport, Rhode Island from April 25, 2001 to May 1, 2001, to attend an International City/County Management Association (ICMA) Best Practices 2001 Conference. This conference will emphasize in-depth case studies, facilitated small group discussions, comprehensive written materials, and opportunities for information sharing between all levels of cities, counties, villages, and towns. This conference will also include an opportunity to share ideas on the uses of performance data in the improvement of local services. Sessions will include discussions on use of performance data in budgeting and strategic planning.

Jack Kamerick, (0-NR), Senior Police Officer, to Atlantic City, New Jersey from May 19, 2001 to May 26, 2001, to attend the 2001 International Association Arson Investigators seminar. The seminar will cover fire dynamics and fire behavior, fire scene photography and victim analysis and profiling.

Donna Boetel-Baker, (0-R), City Clerk, to Kansas City, Missouri from May 18, 2001 to May 25, 2001, to attend the 55th Annual International Institute of Municipal Clerks (IIMC) Conference. This conference offers educational sessions on issues impacting municipalities.

Robert Boyd, (0-NR), Police Sergeant, to Denver, Colorado from

March 23, 2001 to March 27, 2001, to attend a Lifesavers 2001 Conference sponsored by the Governor's Traffic Safety Bureau. The conference will provide new ways to save lives by increasing seat belt usage.

Percy Coleman, (0-R), Senior Fire Medic, to Baltimore, Maryland from March 14, 2001, to March 18, 2001, to attend an Emergency Medical Services Conference.

FISCAL IMPACT -

Cost of travel is \$1,274, \$1,900, \$1,539, \$3,714 (Matthes and Johansen), \$2,152.20, \$1,796.70, \$2,100, \$1,608.14, and \$1,531 respectively. Funding for these trips is provided for in the 2000-2001 Operating Budget under Organizational Code PWK770119, page 8-71; Organizational Code HRS980100, page 12-10; Organizational Code HRS9801000, page 12-10 (Matthes and Johansen); Organizational Code HRS980100, page 12-10; Organizational Code POL982100, page 19-32; Organizational Code CCL01000, page 5-7; Organizational Code POL101000, page 19-31; and Organizational Code FIR041000, page 10-12. The total expended on City travel from July 1, 2000 through February 22, 2001, is \$337,627.15; 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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