

## Meeting Agendas/Info

**CITY COUNCIL  
COMMUNICATION:**

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

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

**01-217**

**SYNOPSIS -**

**AGENDA:**

MAY 7, 2001

**SUBJECT:**

**OUT-OF-STATE  
TRAVEL**

**TYPE:**

**RESOLUTION  
ORDINANCE  
RECEIVE/FILE**

**SUBMITTED BY:**

ALLEN MCKINLEY  
ACTING FINANCE  
DIRECTOR

Paul Bushore, (0-NR), GIS Analyst; and Kristin Tuttle, (2-R), GIS Administrator, to San Diego, California from July 7, 2001 to July 13, 2001, to attend the Environmental Systems Institute, Inc., International User Conference. The conference will include a wide variety of Graphic Interface System (GIS) topics for heavily networked and integrated environments.

Annette Graeve, (0-NR), Treasury Manager, to Cleveland, Ohio, from July 28, 2001 to August 1, 2001, to attend the annual conference of the Municipal Treasurers' Association of the U.S. and Canada. Sessions covered will be investment policy writing, debt policy writing, investment classes, and cash handling.

Andrea Hauer, (0-R), Economic Development Coordinator, to Charlotte, North Carolina, from June 23, 2001 to July 3, 2001, to attend a conference entitled, "What's Up with Downtown". This conference will address downtown as the new urban center and what amenities are attracting/retaining businesses. Discussions will include financing/incentives as well as tours of projects in Charlotte.

Jackie Nickolaus, (0-R), Economic Development Coordinator, to Chicago, Illinois, from July 17, 2001 to July 22, 2001, to attend an Urban Revitalization: An Affordable Housing Conference. The conference will focus on the funding sources available for affordable housing, and how they can be utilized.

Theodore Jefferson, (0-NR), Senior Fire Medic, to New Orleans, Louisiana, from May 30, 2001 to June 3, 2001, to attend a training seminar to update clinical skills as a street and tactical medic. The seminar will address new technology and fire/rescue issues.

Tom Vlassis, (5-R), Council Member, to Columbia, South Carolina, from June 6, 2001 to June 10, 2001. Mr. Vlassis is the City representative for the National League of Cities.

Dan Ritter, (0-R), Senior Budget Analyst, to Lubbock, Texas, from

May 13, 2001 to May 18, 2001, to attend the 24th Annual Southwest School of Governmental Finance. This conference will offer a unique educational opportunity for financial and non-financial administrators and staff personnel in all areas of governmental finance. This conference will also offer the latest updates to governmental generally accepted accounting principles and government financial reporting standards.

**FISCAL IMPACT -**

Cost of travel is \$3,722 (Bushore and Tuttle), \$1,493, \$1,455, \$1,750, \$1,353.85, \$1,100, and \$1,342 respectively. Funding for these trips is provided for in the 2000-2001 Operating Budget under Organizational Code HRS980100, page 12-10, (Bushore and Tuttle); Organizational Code FIN280000, page 9-74; Organizational Code CMO100000, page 6-20; Organizational Code CMO100000, page 6-20; Organizational Code FIR041000, page 10-12; Organizational Code MCC010000, page 17-7; and FIN190000, page 9-64. The total expended on City travel from July 1, 2000 through May 3, 2001, is \$423,715. \$75,000 has been transferred from the Employee Development Fund and added to the \$346,000 originally budgeted for travel. In future years, we will be sure to separate training and development from travel in the budget and in travel requests to the Council.

**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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