

Meeting Agendas/Info

**CITY COUNCIL
COMMUNICATION:**

ITEM _____

01-456

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

AGENDA:

SEPTEMBER 10, 2001

SYNOPSIS -

SUBJECT:

OUT-OF-STATE
TRAVEL

TYPE:

**RESOLUTION
ORDINANCE
RECEIVE/FILE**

SUBMITTED BY:

ALLEN MCKINLEY
ACTING FINANCE
DIRECTOR

Ed McAtee, (0-NR), Senior Electrical Inspector, to Jackson, Wyoming, from September 15, 2001 to September 19, 2001, to attend the International Association of Electrical Inspectors. This conference will provide new code provisions and technologies in the electrical trade. This conference will include discussions on inspection concerns and educational sessions to provide updates on interpretations and explanation of code.

Robin Leaper, (0-R), Recreation Supervisor, to Boston, Massachusetts, from October 4, 2001 to October 9, 2001, to attend the International Festivals and Events Association conference. This conference will provide useful information with planning events, principles of event design, financial accounting, partnership marketing, kid's programming, sponsorship profit, managing risk, and measuring performances.

Trudy Mayo, (0-R), Sister City Commission member; and Shirlee Reding, (0-R), Sister City Commission member, to St. Etienne, France, from September 12, 2001 to September 19, 2001, to attend the 53rd Annual Economic Fair in our Sister City, St. Etienne, France. This trip will enable participants to learn about the economical and technical issues of St. Etienne.

FISCAL IMPACT -

Cost of travel is \$1,373, \$2,249.40, and \$3,600 (Mayo and Reding) respectively. Funding for these trips is provided for in the 2001-2002 Operating Budget under Organizational Code CDD160400, page 8-17, HRS980100, page 13-15; and Organizational Code CMO070000, page 7-10 (Mayo and Reding). The total expended on City travel from July 1, 2001 through September 6, 2001 is \$86,764.38; 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.
