



**CITY COUNCIL
COMMUNICATION:**

ITEM _____

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

**CITY COUNCIL
COMMUNICATION: SYNOPSIS -**

02-007

Ilima Young, (0-R), Family Self-Sufficiency Coordinator, to Chicago, Illinois, from March 5, 2002 to March 7, 2002, to attend the Family Self-Sufficiency (FSS) conference. This conference will provide the tools necessary to successfully administer the FSS program including intake and family selection, contracts of participation, escrow accounts, portability, marketing the program, and finding private sector resources.

AGENDA:

JANUARY 7, 2002

SUBJECT:

Donna Boetel-Baker, (0-R), City Clerk, to San Antonio, Texas, from May 17, 2002 to May 24, 2002, to attend the 56th annual conference of International Institute of Municipal Clerks (IIMC). Ms. Boetel-Baker represents the City as a member of the International Relations Committee.

**OUT-OF-STATE
TRAVEL**

TYPE:

Tim Luloff, (0-NR), EMS Assistant Coordinator, to Las Vegas, Nevada, from May 3, 2002 to May 9, 2002, to attend the International Fire Rescue conference.

**RESOLUTION
ORDINANCE
RECEIVE/FILE**

Dale Bunting, (0-NR), Fire District Chief, to Indianapolis, Indiana, from April 13, 2002 to April 22, 2002, to attend the Fire Department Instructor's Course conference.

SUBMITTED BY:

MERRILL R.
STANLEY
FINANCE
DIRECTOR

Bob Kraft, (0-NR), Public Works Fleet Analyst, to Phoenix, Arizona, from February 11, 2002 to February 16, 2002, to attend training on software purchased from contractor that previously managed the garage operations.

James Grant, (0-R), Community Development Director; Erik Lundy, (0-R), Senior City Planner; Kathy Kahoun, (0-NR), Neighborhood Development Administrator; and Michael Ludwig, (0-R), Planning Administrator, to Chicago, Illinois, from April 13, 2002 to April 17, 2002, to attend the American Planning Association conference. This conference will provide an opportunity to meet and discuss the latest planning and development issues. The workshops and sessions include relevant topics on neighborhood planning and revitalization, GIS, management issues, impact files, and growth management. The

American Planning Association will reimburse all of Mr. Lundy's expenses, as he is the State Chair.

Debora Hobbs, (1-R), User Support Administrator, to Colorado Springs, Colorado, from January 16, 2002 to January 25, 2002, to attend HEAT Knowlix Administrator training and the Third Annual HEAT User Conference. Presentations and workshops include advanced user sessions for Crystal Report Writer, and the Knowlix product that will be utilized to further advance our enterprise-wide knowledge base. Council previously approved this travel, but the conference was postponed and there is an increase in costs.

FISCAL IMPACT -

Cost of travel is \$1,700, \$2,450, \$1,778.50, \$1,646, \$1,705, \$3,450 (Grant and Kahoun), \$3,450 (Lundy and Ludwig), and \$3,476 respectively. Funding for these trips is provided for in the 2001-2002 Operating Budget under Organizational Code HSG280000, page 12-15; Organizational Code CCL010000, page 6-8; Organizational Code FIR041000, page 11-14; Organizational Code FIR011000, page 11-10; Organizational Code HRS980100, page 13-15; Organizational Code CDD049900, page 8-23 (Grant and Kahoun); Organizational Code CDD010400, page 8-9 (Lundy and Ludwig); Organizational Code HRS980100, page 13-15. The total expended on City travel from July 1, 2001 through January 3, 2002 is \$234,316.93; 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.
