



**CITY COUNCIL
COMMUNICATION:**

ITEM _____

02-063

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

AGENDA:

FEBRUARY 4, 2002

SYNOPSIS -

SUBJECT:

David Knutzen, (0-NR), Senior Fire Inspector, to Milwaukee, Wisconsin, from May 19, 2002 to May 25, 2002, to attend the International Association of Arson Investigators annual conference. The City is reimbursed by the independent insurance agents for this conference.

**OUT-OF-STATE
TRAVEL**

Brenda Ingle, (0-R), Senior Police Officer, to Dallas, Texas, from April 27, 2002 to May 3, 2002, to attend the Cooper Training Institute. This training is required to obtain a fitness trainer's certification in order to administer physical fitness tests for police applicants.

TYPE:

**RESOLUTION
ORDINANCE
RECEIVE/FILE**

Sandra Morris, (1-R), Principal Public Safety Dispatcher, to Tampa Bay, Florida, from April 23, 2002 to April 27, 2002, to attend the Navigator 2002 conference. The conference will provide training on policies and procedures for police, fire and emergency medical dispatch.

SUBMITTED BY:

MERRILL R.
STANLEY
FINANCE
DIRECTOR

Steve Gunson, (1-R), Assistant to the City Manager; and Kandice Reindl, (1-R), Administrative Analyst, to Phoenix, Arizona, from March 22, 2002 to March 27, 2002, to attend the American Society for Public Administration conference. This meeting will contain topics in regards to Neighborhood Based Service Delivery to improve the delivery of City services.

FISCAL IMPACT -

Cost of travel is \$1,382, \$2,847, \$1,405 and \$2,900 (Gunson, Reindl) respectively. Funding for these trips is provided for in the 2001-2002 Operating Budget under Organizational Code FIR070400, page 11-16; Organizational Code HRS980100, page 13-15; Organizational Code POL982100, page 20-27; and Organizational Code CMO010000, page 7-8 (Gunson, Reindl). The total expended on City travel from July 1, 2001 through January 31, 2002, is \$272,245.56; 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.
