



**CITY COUNCIL  
COMMUNICATION:**

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

**02-254**

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

**AGENDA:**

MAY 20, 2002

**SYNOPSIS -**

**SUBJECT:**

OUT-OF-STATE  
TRAVEL

**TYPE:**

**RESOLUTION**  
ORDINANCE  
RECEIVE/FILE

**SUBMITTED BY:**

MERRILL R.  
STANLEY  
FINANCE  
DIRECTOR

Kerry Schneider, (0-NR), Fire Lieutenant; and Robert Cox, (0-NR), Fire Lieutenant, to Pueblo, Colorado, from June 2, 2002 to June 8, 2002, to attend Weapons of Mass Destruction Terrorism Response for First Responders seminar.

Ross Hartline, (1-R), Fire Fighter, to Pueblo, Colorado, from June 9, 2002 to June 15, 2002, to attend the Highway Emergency Response Specialist seminar.

Craig Zubrod, (0-NR), Police Captain, to Boston, Massachusetts, from June 8, 2002 to June 28, 2002, to attend Senior Management Institute for Police. This involves intensive training in the latest management concepts in business and government.

Jerry Pettegrew, (0-NR), Public Safety Systems Manager, to Nashua, New Hampshire, from June 2, 2002 to June 8, 2002, to attend training in advanced database administration and troubleshooting.

Susan Low, (1-R), Assistant City Attorney, to Washington, D.C., from August 8, 2002 to August 14, 2002, to attend the annual meeting of the American Bar Association. The meetings and programs will focus on government attorneys, public utility, communications, and litigation. She also serves as co-chair of a subcommittee on condemnation of the litigation section.

Charlie Hulgan, (0-R), Fire Lieutenant, to Memphis, Tennessee, from June 10, 2002 to June 13, 2002, to attend the Burn Building, Design and Construction Symposium.

**FISCAL IMPACT -**

Cost of travel is \$2,571, (Schneider & Cox); \$2,529.50; \$6,481; \$3,602.86; \$1,350; and 1,362.50 respectively. Funding for these trips is provided for in the 2001-2002 Operating Budget under Organizational Code FIR040100, page 11-11, (Schneider & Cox);

Organizational Code FIR040100, page 11-11; Organizational Code POL982100, page 20-27; Organizational Code ENG990000, page 9-71; Organizational Code LGL040000, page 16-9; and Organizational Code FIR011000, page 11-10. The total expended on City travel from July 1, 2001 through May 16, 2002, is \$404,346.07; the total amount budgeted for City travel is approximately \$346,000. \$75,000 has been transferred from the Employee Development Fund and added to the \$346,000 originally budgeted for travel.

**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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