



**CITY COUNCIL
COMMUNICATION:**

ITEM _____

02-403

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

AGENDA:

AUGUST 5, 2002

SUBJECT:

OUT-OF-STATE
TRAVEL

TYPE:

RESOLUTION
ORDINANCE
RECEIVE/FILE

SUBMITTED BY:

MERRILL R.
STANLEY
FINANCE
DIRECTOR

SYNOPSIS -

Carl Wycoff, (0-NR), Identification Technician, to Knoxville, Tennessee, from September 8, 2002 to November 16, 2002, to attend a ten-week training program sponsored by the National Forensic Academy. The program is designed for intensive study in the areas of evidence identification, collection, and preservation. This in-residence academy stresses not only a highly competitive curriculum but also competency examinations and certifications.

Eric Moorman, (1-NR), Senior Police Officer, to Long Beach, California, from September 22, 2002 to September 27, 2002, to attend the annual conference of the International Association of Law Enforcement Planners. The program topics will cover strategic planning, performance measurements, technology administration, grants and finance/budgeting.

Tom Vlassis, (0-R), City Council Member, to Salt Lake City, Utah, from December 1, 2002 to December 10, 2002, to attend the 2002 Congress of Cities and Exposition. Mr. Vlassis is the City representative for the National League of Cities. Mr. Vlassis will be using his personal vehicle.

William Stowe, (0-R), Public Works Director, to Santa Fe, New Mexico, from September 16, 2002 to September 19, 2002, to attend the annual Utility Executive Leadership Institute conference. The conference will include sessions in knowledge preservation for tomorrow's utility, today's industry issues, and asset management.

FISCAL IMPACT -

Cost of travel is \$9,998.50; \$1,687.50; \$1,875; and \$1,461 respectively. Funding for these trips is provided for in the 2002-2003 Operating Budget under Organizational Code HRS980100, page 13-15; Organizational Code HRS980100, page 13-15; Organizational Code MCC010000, page 18-6; and Organizational Code PWK770101, page 21-36. The total expended on City travel from July 1, 2002

through August 1, 2002, is \$12,393.67; 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.
