

CITY COUNCIL
COMMUNICATION:

02-571

AGENDA:

NOVEMBER 4, 2002

SUBJECT:

OUT-OF-STATE
TRAVEL

TYPE:

RESOLUTION
ORDINANCE
RECEIVE/FILE

SUBMITTED BY:

MERRILL R. STANLEY
FINANCE DIRECTOR

ITEM _____

OFFICE OF THE CITY MANAGER
CITY OF DES MOINES, IOWA

SYNOPSIS —

Larry Hare, (0-R), Lab Analyst II Industrial Pretreatment, to Philadelphia, Pennsylvania, from November 19, 2002 to November 22, 2002, to attend the 2002 Association of Metropolitan Sewerage Agencies (AMSA)/Environmental Protection Agency (EPA) Pretreatment Coordinators Workshop. This workshop will provide industrial pretreatment technical training in the areas of: effluent limit guidelines, enforcement of limits, water quality standards, best management practices for industrial users, calculating local limits, oil and grease control, permit writing, customer relations, and industrial storm water management.

FISCAL IMPACT —

Cost of travel is \$1,285. Funding for this trip is provided for in the 2002-2003 Operating Budget under Index Code PWK770116, page 21-44.

The total expended on City travel from July 1, 2002 through October 30, 2002, is \$149,747.57; 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 parenthesis indicates the total number of trips previously authorized for that individual for the current budget year; R represents resident and NR represents non-resident.