

CITY COUNCIL
COMMUNICATION:

02-611

AGENDA:

DECEMBER 2, 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 —

Debora Hobbs, (0-R), Enterprise Applications/Development Manager, to San Diego, California, from January 3, 2003 to January 10, 2003, to attend the 2003 FrontRange Solutions User Conference. This conference offers training on new product features and functions, up-to-date industry information, and access to FrontRange best practices and technical experts. FrontRange Solutions is the provider of HEAT (Helpdesk Expert Automation Tool), our Citywide Customer Response System (CCRS) enterprise software.

FISCAL IMPACT —

Cost of travel is \$2,423. Funding for this trip is provided for in the 2002-2003 Operating Budget under Index Code HRS980100, page 13-15.

The total expended on City travel from July 1, 2002 through November 25, 2002, is \$178,997.27; 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.

