

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

**CITY COUNCIL
COMMUNICATION:**

03-026

AGENDA:

JANUARY 27, 2003

SUBJECT:

OUT-OF-STATE
TRAVEL

TYPE:

**RESOLUTION
ORDINANCE
RECEIVE/FILE**

SUBMITTED BY:

MERRILL R. STANLEY
FINANCE DIRECTOR

SYNOPSIS —

Bruce Bergman, (1-R), City Attorney, to Washington, DC, from April 26, 2003 to April 29, 2003, to attend the Municipal Lawyers Association Mid-Year Seminar. The seminar will include information on federal legislative activity, personnel issues, ethics, land use, etc. for local governments.

Thomas Turner, (0-R), Human Resources Director, to Newport Beach, California, from April 5, 2003 to April 10, 2003, to attend Labor Relations Academy III: "The Negotiation Process," a national training conference.

Keith Ellis, (0-NR), Assistant Maintenance Supervisor, to San Diego, California, from February 18, 2003 to February 22, 2003, to attend the Public Housing Maintenance Management Seminar. Participants will gain useful knowledge and improve management skills in public housing maintenance.

Phil Koundakjian, (0-R), Wastewater Reclamation Facility (WRF) Facilities Manager; and Roger Craig, (0-NR), WRF Team Leader, to Baltimore, Maryland, from February 18, 2003 to February 22, 2003, to attend the Joint Residuals and Biosolids Management Conference and Exhibition. Attendees will be learning of the latest practices, solutions, and regulations affecting the Residuals and Biosolids profession. Topics include land application, odor control, phosphorous control, and regulatory trends and impacts.

Bill Miller, (0-NR), WRF Maintenance Coordinator, to Greenville, South Carolina, from April 26, 2003 to April 30, 2003, to attend the MP2 Worldwide Users Conference. Participants will be provided with an opportunity to interface with system administrators around the world and learn about applying the latest technology to the MP2 system in use at the WRF. The conference will also provide participants with an opportunity to address system issues and implement the latest system advancements.

Linda Main, (0-R), Cashier, to Greenville, South Carolina, from February 2, 2003 to February 7, 2003, to attend the User's Conference on TICKETRAK covering the new version on Crystal Reports and upgrade software for parking ticket payments.

Robert Kraft, (0-NR), Administrative Analyst, to Las Vegas, Nevada, from February 23, 2003 to February 28, 2003, to receive fleet services software management training. This training will aid in tracking vehicle maintenance costs for City vehicles.

Larry Davey, (0-NR), Police Officer, to Dallas, Texas, from April 27, 2003 to May 3, 2003, to receive training at the Cooper Institute. This training will provide certification to teach and proctor physical fitness exams required by the State of Iowa. This testing is also mandated for hiring standards.

CITY COUNCIL

Tim Luloff, (0-NR), EMS Assistant Coordinator, to Las Vegas, Nevada,

COMMUNICATION
03-026
JANUARY 27, 2003
PAGE TWO

from May 2, 2003 to May 8, 2003, to attend the International Association of Fire Chiefs' EMS Medical Conference.

David Keenan, (0-NR), EMS District Chief, to Reno, Nevada, from March 9, 2003 to March 13, 2003, to attend the National Disaster Medical System Annual Conference.

Rick Moody, (0-NR), Fire Marshal, to Dallas, Texas, from May 17, 2003 to May 22, 2003, to attend the 2003 National Fire Protection Association Worlds Safety Conference.

James Grant, (0-R), Community Development Director; and Kathy Kahoun, (0-R), Neighborhood Administrator, to Denver, Colorado, from March 29, 2003 to April 2, 2003, to attend the American Planning Association Conference. The conference provides staff the opportunity to meet and discuss the latest planning and development issues. The workshops and sessions include relevant topics on neighborhood planning and revitalization, Graphic Information System, management issues, impact fees, growth management, and other related planning issues.

Larry Hulse, (0-R), Deputy Community Development Director, to Denver, Colorado, from March 30, 2003 to April 2, 2003, to attend the American Planning Association Conference. The conference provides staff the opportunity to meet and discuss the latest planning and development issues. The workshops and sessions include relevant topics on neighborhood planning and revitalization, Graphic Information System, management issues, impact fees, growth management, and other related planning issues.

FISCAL IMPACT —

Cost of travel is \$1,525, \$2,200, \$1,638.40, \$2,925 (Koundakjian and Craig), \$2,150, \$1,720, \$1,855, \$2,000, \$1,594.50, \$1,305, \$1,504.30, \$1,765 (Grant), \$1,650 (Kahoun), and \$1,650 respectively. Funding for these trips is provided for in the 2002-2003 Operating Budget under Index Code LGL010000, page 16-8; Index Code HRS980100, page 13-15; Index Code HSG070000, page 12-10; Index Code PWK770107, page 21-40 (Koundakjian and Craig); Index Code PWK770107, page 21-40; Index Code CCL010000, page 6-8; Index Code HRS980100, page 13-5; Index Code POL983200, page 20-27; Index Code FIR041000, page 11-14; FIR970002, page 11-17; Index Code FIR070100, page 11-15; Index Code CDD010100, page 8-8 (Grant); Index Code CDD049900, page 8-23 (Kahoun); and Index Code CDD010100, page 8-8.

The total expended on City travel from July 1, 2002 through January 22, 2003, is \$232,139.06; the total amount budgeted for City travel is approximately \$346,000.

RECOMMENDATION —

Approval.

CITY COUNCIL

BACKGROUND —

COMMUNICATION

03-026

JANUARY 27, 2003

PAGE THREE

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.