

CITY COUNCIL
COMMUNICATION:

03-175

AGENDA:

APRIL 21, 2003

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 —

Tom Vlassis, (2-R), City Council Member, to Temecula, California, from May 26, 2003 to June 1, 2003. Mr. Vlassis is the City representative for the National League of Cities. Mr. Vlassis will be attending the Community and Economic Development Steering Committee.

Eric A. Anderson, (7-R), City Manager, to Washington, DC, from April 23, 2003 to April 25, 2003. Mr. Anderson will attend the board meeting of the Geospatial One-Stop initiative and will meet with federal agencies on regional Graphic Information Systems (GIS). Airfare and one night of lodging will be paid by the federal government; City expenses are expected to be one night of lodging and one day of meals. This trip will be in substitution of the Committee on Geography (National Academy of Sciences-National Research Council) trip approved by Council on April 7, 2003, for the same dates. Although this trip does not require approval under Council policy, Council authorization is requested.

Eric A. Anderson, (8-R), City Manager, to Washington, DC, from May 1, 2003 to May 2, 2003, to attend a NatureServe Advisory Panel meeting. Mr. Anderson is a member of the panel. Expenses will be paid by NatureServe. Although this trip does not require approval under Council policy, Council authorization is requested.

Allan Tunks, (1-NR), Police Sergeant, to Quantico, Virginia, from June 27, 2003 to September 8, 2003, to attend a ten week Federal Bureau of Investigation (FBI) National Academy. The Academy is an advanced training environment that exposes police supervisors and managers to advanced and sophisticated techniques in all areas of law enforcement.

Garey Bryan, (0-NR), Police Sergeant, to Baltimore, Maryland, from July 9, 2003 to July 14, 2003, to attend a seminar aimed at keeping Drug Recognition Expert (DRE) instructors, OWI instructors up-to-date on drug trends, legal issues, and innovative technology. Mr. Bryan teaches the Operating While Intoxicated (OWI) training for the Recruit classes at the Police Academy and also teaches drug recognition classes for the State of Iowa. This training will allow Mr. Bryan to obtain the required number of hours needed to keep his teaching certification current.

FISCAL IMPACT —

Cost of travel is \$1,195; \$300; \$0; \$2,930; and \$1,662, respectively. Funding for these trips is provided for in the 2002-2003 Operating Budget under Index Code MCC010000, page 18-7; Index Code CMO010000, page

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7-8 (Anderson); Index Code POL982200, page 20-20 (Tunks and Bryan).

The total expended on City travel from July 1, 2002 through April 16, 2003, is \$286,348.79; 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.

