

CITY COUNCIL
COMMUNICATION:

03-312

AGENDA:

JULY 14, 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 —

Phillip Vorlander, (0-R), Fire Chief, to Augusta, Georgia, from September 26, 2003 to September 30, 2003, to attend the National Society of Executive Fire Officers Conference. The conference focus is on mentoring in the public sector.

Floyd Jones, (0-R), Human Rights Executive Director, to Fort Worth, Texas, from July 17, 2003 to July 22, 2003, to attend "Networking with Policy Makers" where participants will study trends and management techniques for handling case loads.

Robert Utter, (0-R), Greater Des Moines Sister City Commissioner, to St. Louis, Missouri, from July 22, 2003 to July 27, 2003, to attend the 2003 Sister Cities International Conference which will offer a wide range of sessions and workshops that present information about how to create and strengthen a sister cities program.

Jeff Morton, (0-NR), Senior Police Officer, to Fort Lauderdale, Florida, from September 7, 2003 to November 1, 2003, to receive specialized training for new personnel being assigned to the position of polygraph examiner for the Police Department. Such training is mandatory for one to conduct criminal examinations as well as pre-employment examinations.

Kris Tuttle, (0-R), Geographic Information System (GIS) Administrator, to Providence, Rhode Island, from August 16, 2003 to August 21, 2003, to attend Urban and Regional Information Systems Association's Fifth Annual GIS in Addressing Conference: Street Smart and Address Savvy. A pre-conference workshop will focus on GIS integration with 911 emergency call center operations. Conference sessions focus on addressing and location databases, tools and technologies, and emergency applications.

Debora Hobbs, (0-R), Applications and Development Manager, to San Diego, California, from August 5, 2003 to August 10, 2003, to attend the 2003 FrontRange Solutions User Conference and one developer session. This conference provides technical breakout sessions for the Helpdesk Expert Automation Tool (HEAT) product, the foundation of our enterprise-wide Citywide Customer Response System (CCRS), and a developer session to discuss future integrations/innovations.

Daniel Powers, (0-NR), Web Manager, to Omaha, Nebraska, from July 27, 2003 to July 31, 2003, to attend an Advanced HEAT training session for our CCRS. This session includes advanced system administration training for the installed modules in our enterprise-wide application.

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FISCAL IMPACT —

Cost of travel is \$1,315.18; \$1,500; \$1,540; \$12,183.50; \$1,859; \$2,817; and \$3,052, respectively. Funding for these trips is provided for in the 2003-2004 Operating Budget under Index Code FIR010100, page 11-8; HRI010000, page 14-8; CMO070000, page 7-9; HRS980100, page 13-12 (Morton, Tuttle, Hobbs, Powers).

The total amount budgeted for travel for Fiscal Year 2004 is \$489,783. The total amount expended from July 1, 2003 through July 7, 2003 is \$7,999.59.

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.

