

CITY COUNCIL
COMMUNICATION:

03-343

AGENDA:

JULY 28, 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 —

Bruce Bergman, (0-R), City Attorney, and Lawrence McDowell, (0-R), Assistant City Attorney, to Minneapolis, Minnesota, from October 11, 2003 to October 15, 2003, to attend the International Municipal Lawyers Association's 68th Annual Conference. The conference includes various sessions regarding municipal government such as financing city budgets, land use, ethics, and update on telecommunications law.

Susan Low, (0-R), Assistant City Attorney, to Denver, Colorado, from September 8, 2003 to September 14, 2003, to attend the annual meeting of the National Association of Telecommunications Officers and Advisors. This group is involved in the regulating and franchising of cable television and franchise fee issues, including franchise fees for and management of the right-of-way. This is the only forum for keeping up-to-date on these critical regulatory and legal issues.

Eric A. Anderson, (0-R), City Manager, and Kandi Reindl, (0-R), Management Analyst, to Charlotte, North Carolina, from September 20, 2003 to September 24, 2003, to attend the International City/County Management Association's 89th Annual Conference. The theme for this year is *Banking on Change: The Future of Management*. The conference will spotlight the profound changes facing local government from an evolving economy to shifting demographics and an aging population. Mr. Anderson will also be a speaker at the conference.

Tami Russell, (0-NR), Senior Clerk, to Jacksonville, Florida, from September 28, 2003 to October 3, 2003, to attend the Fiscal Management for Law Enforcement training session sponsored by the Institute of Police Technology and Management. The course will teach those fiscal management skills that are pertinent to a law enforcement organization. Participants will gain knowledge regarding researching, controlling, and developing a budget; how to "cost-out" a variety of police services; and how to use budgets as a planning tool.

Terry Odam, (0-NR), Senior Police Officer, to Dayton, Ohio, from October 5, 2003 to October 12, 2003, to receive computer forensics training at Wright State University. Participants will receive six days of laboratory intensive training designed to equip them with the skills necessary to safely locate and secure computer evidence and prepare cases for court. Individuals will also receive training in internet investigations.

FISCAL IMPACT —

**CITY COUNCIL
COMMUNICATION**

03-343

JULY 28, 2003

PAGE TWO

Cost of travel is \$3,350 (Bergman/McDowell); \$1,805; \$3,456.50 (Anderson/Reindl); \$1,639; and \$3,315, respectively. Funding for these trips is provided for in the 2003-2004 Operating Budget under Index Code LGL010000, page 16-8 (Bergman/McDowell); HRS980100, page 13-12; CMO010000, page 7-8 (Anderson/Reindl); HRS980100, page 13-12 (Russell/Odam).

The total amount budgeted for travel for Fiscal Year 2004 is \$489,783. The total amount expended from July 1, 2003 through July 22, 2003 is \$32,103.09.

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.

