

CITY COUNCIL
COMMUNICATION:

03-403

AGENDA:

AUGUST 25, 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 —

Donald Tripp, (0-R), Park and Recreation Director, to St. Louis, Missouri, from October 20, 2003 to October 24, 2003, to attend the annual National Park and Recreation Association Congress and Expo. A presentation will be made by the Des Moines Park and Recreation Department entitled "Urban Lakes Asset or Liability."

Doug Romig, (0-R), Parks Services Manager, to St. Louis, Missouri, from October 20, 2003 to October 25, 2003, to attend the annual National Park and Recreation Association Congress and Expo. Educational sessions will include outdoor recreation, park maintenance management, and programming.

Carla Brown-Marble, (0-R), Park and Recreation Department Communications Specialist, to Anaheim/Garden Grove, California, from September 2, 2003 to September 5, 2003, to attend the City-County Communications and Marketing Association (3CMA) Annual Conference. Participants will gain knowledge in the latest procedures/practices in advertising/marketing, as well as coordinating and preparing media coverage.

James Johnson, (0-R), Permit and Development Center Administrator, to Nashville, Tennessee, from September 29, 2003 to October 4, 2003, to attend the Annual Conference of the International Code Council, at which time code hearings and educational seminars will take place in the international codes. Mr. Johnson is a long-standing participant in the international code development arena and participates in the code hearings.

Doug Philip, (0-R), Police Legal Advisor, to Philadelphia, Pennsylvania, from October 22, 2003 to October 25, 2003, to attend the Police Legal Advisor annual training sponsored by the International Association of Chiefs of Police. Knowledge gained will then be passed along to police officers during in-service training.

Karon Booth, (0-R), Police Investigative Assistant, to San Diego, California, from September 1, 2003 to September 6, 2003, to receive advance training and hands-on experience with computers, digital base maps, and geocoding, as well as an opportunity to look at uses of the Geographic Information Systems (GIS), and the application of various applied research methods as to the role crime mapping and analysis plays in problem solving and community policing.

Ellen Walkowiak, (0-R), Economic Development Coordinator, to Cincinnati, Ohio; from September 13, 2003 to September 17, 2003, to attend

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the International Economic Development Council's 2003 Annual Conference. Information to be explored includes regional competitiveness, new markets tax credits, identifying/selling to prime prospects, cluster-based development, and working with site consultants.

Amelia Hamilton Morris, (0-R), Chief Communications Officer, to Anaheim/Garden Grove, California, from September 2, 2003 to September 6, 2003, to attend the City-County Communications and Marketing Association

(3CMA) Annual Conference. Numerous sessions will be offered to help participants learn how to best market their community in today's challenging environment. The speakers will reveal how communications and marketing can contribute to an organization's economic success. Participants will also learn tricks for connecting with their community, getting more done with limited time and dollars, and enhancing their marketing skills.

Richard Clark, (0-R), Deputy City Manager, 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.

FISCAL IMPACT —

Cost of travel is \$1,630; \$1,540; \$1,480.50; \$1,606; \$1,300; \$1,529; \$1,535; \$1,640.50; and \$1,700, respectively. Funding for these trips is provided for in the 2003-2004 Operating Budget under Index Code PKS010100, page 19-9 (Tripp/Romig/Brown-Marble); Index Code CDD160100, page 8-12; Index Code HRS980100, page 13-12 (Philiph/Booth); Index Code CMO100000, page 7-9; Index Code CMO160000, page 7-10; Index Code CMO010000, page 7-8.

The amount budgeted for travel in Fiscal Year (FY) 2004 is \$489,783. The amount expended for travel in FY 2004 as of August 19, 2003 is \$41,037.07.

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.